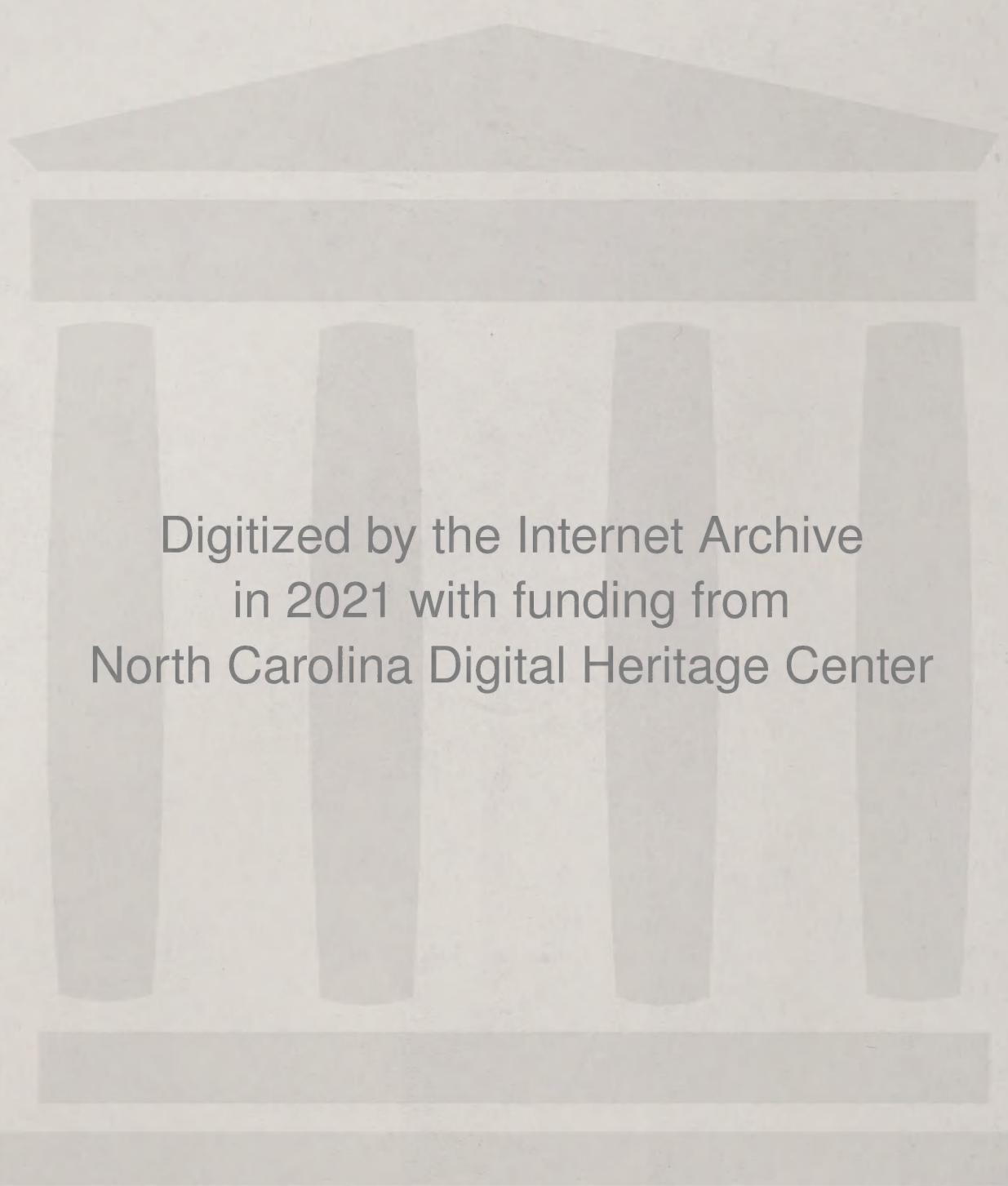


MITCHELL COMMUNITY COLLEGE



PART 1
GENERAL CATALOG
1982 — 1983



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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

Mitchell Community College



Accredited By
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

STATESVILLE, N. C.
28677



1852 — Chartered by Concord Presbytery
1856 — Began operations as Concord Female Seminary
1932 — Became coeducational
1959 — Became private independent junior college
1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA
FOR OVER ONE HUNDRED & TWENTY-SIX YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Wherever the terms "man," "men," or related pronouns appear in this catalog, they have been used in their generic sense to include all humankind — both female and male sexes.

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PROPOSED ACADEMIC CALENDAR FOR 1982-83

WINTER QUARTER 1981-82

December	1	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	2	Wednesday	8:00 a.m.	Classes begin
	8	Tuesday	4:00 p.m.	Last day to register or add classes
	18	Friday	5:00 p.m.	Holidays begin
January	4	Monday	8:00 a.m.	Classes resume
	22	Friday		Midterm
	26	Tuesday	4:00 p.m.	Last day to drop
February	8	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
March	2	Tuesday	10:00 p.m.	Winter Quarter ends
	3	Wednesday	4:00 p.m.	Faculty records day

SPRING QUARTER 1982

March	9	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	10	Wednesday	9:00 a.m.-4:00 p.m.	Faculty Workshop
	11	Thursday	8:00 a.m.	Classes begin
	17	Wednesday	4:00 p.m.	Last day to register or add classes
April	8	Thursday	5:00 p.m.	Holidays begin
	15	Thursday	8:00 a.m.	Classes resume
	23	Friday		Midterm
	27	Tuesday	4:00 p.m.	Last day to drop
May	10	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
June	1	Tuesday	10:00 p.m.	Spring Quarter ends
	2	Wednesday	4:00 p.m.	Faculty records day
	3	Thursday	8:00 p.m.	Graduation

SUMMER QUARTER 1982

June	7	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	8	Tuesday	8:00 p.m.	Classes begin
	11	Friday	4:00 p.m.	Last day to register or add classes
July	1	Thursday	11:00 p.m.	Holidays begin
	6	Tuesday	8:00 a.m.	Classes resume
	16	Friday		Midterm
	20	Tuesday	4:00 p.m.	Last day to drop
August	9,	Monday-	1:00 p.m.-4:00 p.m.	Pre-registration
	10	Tuesday	6:00 p.m.-8:00 p.m.	
	25	Wednesday	10:00 p.m.	Summer Quarter ends
	26	Thursday		Faculty records day
	26	Thursday	8:00 p.m.	Graduation

FIRST SUMMER SESSION 1982

June	7	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	8	Tuesday	8:00 a.m.	Classes begin
	9	Wednesday	4:00 p.m.	Last day to register or add classes
	24	Thursday		Midterm
	28	Monday	4:00 p.m.	Last day to drop
July	1	Thursday	11:00 p.m.	Holidays begin
	6	Tuesday	8:00 a.m.	Classes resume
	16	Friday	5:00 p.m.	First session ends
	19	Monday		Faculty records day

SECOND SUMMER SESSION 1982

July	19	Monday	9:00 a.m.-12:00 Noon	Registration
	20	Tuesday	8:00 a.m.	Classes begin
	21	Wednesday	4:00 p.m.	Last day to register or add classes
August	5	Thursday		Midterm
	9	Monday	4:00 p.m.	Last day to drop
	9	Monday-	1:00 p.m.-4:00 p.m.	Pre-registration
	10	Tuesday	6:00 p.m.-8:00 p.m.	
	25	Wednesday	10:00 p.m.	Second session ends
	26	Thursday		Faculty records day
	26	Thursday	8:00 p.m.	Graduation

FALL QUARTER 1982

August	31	Tuesday	1:30 p.m.	Student Orientation
September	1,	Wednesday-	9:00 a.m.-3:00 p.m.	Registration
	2	Thursday	6:00 p.m.-8:00 p.m.	
	3	Friday	9:00 a.m.-4:00 p.m.	Faculty Workshop
	7	Tuesday	9:00 a.m.-4:00 p.m.	Faculty Workshop
	8	Wednesday	8:00 a.m.	Classes begin
	10	Friday	4:00 p.m.	Last day to register or add classes
October	15	Friday		Midterm
	19	Tuesday	4:00 p.m.	Last day to drop
November	8	Monday	9:00 a.m.-3:00 p.m.	Pre-registration
			6:00 p.m.-8:00 p.m.	
	23	Tuesday	10:00 p.m.	Fall Quarter ends
	24	Wednesday		Faculty records day

WINTER QUARTER 1982-83

November	30	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
December	1	Wednesday	8:00 a.m.	Classes begin
	3	Friday	4:00 p.m.	Last day to register or add classes
	17	Friday	5:00 p.m.	Holidays begin
January	3	Monday	8:00 a.m.	Classes resume
	21	Friday		Midterm
	25	Tuesday	4:00 p.m.	Last day to drop
February	14	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
March	1	Tuesday	10:00 p.m.	Winter Quarter ends
	2	Wednesday		Faculty records day

SPRING QUARTER 1983

March	7	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	8	Tuesday	8:00 a.m.	Classes begin
	11	Friday	4:00 p.m.	Last day to register or add classes
April	1	Friday	5:00 p.m.	Holidays begin
	11	Monday	8:00 a.m.	Classes resume
	20	Wednesday		Midterm
	22	Friday	4:00 p.m.	Last day to drop
May	9	Monday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	30	Monday	10:00 p.m.	Spring Quarter ends
	31	Tuesday		Faculty records day
	31	Tuesday	8:00 p.m.	Graduation

General Information

EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be informed with specific regard to:

- (A) Titles VI and VII, Civil Rights Act of 1964 (as amended)
- (B) Executive Order No. 11246 (as amended)
- (C) Equal Pay Act of 1964
- (D) Title IX, Educational Amendments of 1972
- (E) The Rehabilitation Act of 1973

LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 82,500.

HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center, Rotary Auditorium which seats 149, and a reading laboratory.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The Science Building completes the structures surrounding the historic Mitchell Circle. It was occupied at the beginning of the summer session 1979. The two-story building provides three labs and two classrooms for vocational programs, four labs and three classrooms for the sciences, and an attractive student waiting area. The architecture blends well with the other four buildings around the Circle.

The Continuing Education Division is administered in the renovated Kirkman House on North Mulberry Street. Some of the classes and labs are located in the Main Building, third floor; in the ABE Center directly behind the Main Building; Statesville Senior High School; South Iredell High School; Mooresville Junior High School; North Iredell High School; Statesville Recreation Center and at many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resources to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.

MEMBERSHIPS AND APPROVALS

Mitchell Community College is a member of:

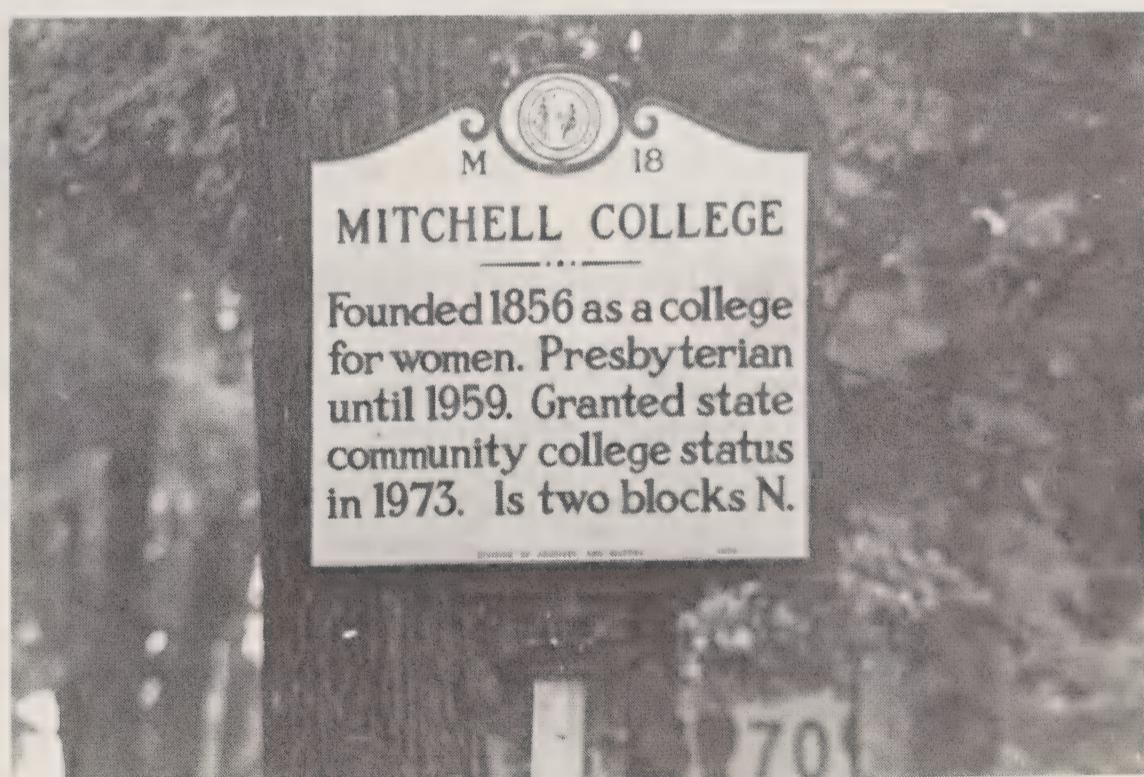
American Association of Community and Junior Colleges
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools
National Association of Student Financial Aid Administrators

Mitchell Community College is recognized and approved by:

North Carolina State Board of Education
North Carolina Department of Community Colleges
North Carolina Department of Public Instruction
Division of Vocational Rehabilitation
Southern Association of Colleges and Schools

VETERANS

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.



Admissions, Expenses, Veterans Information, and Financial Aid

ADMISSIONS

ADMISSION REQUIREMENTS

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older to some appropriate program. The college serves all students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

In general, a high school diploma or GED is required for all post-secondary programs. Students without these prerequisites are admitted into vocational programs as a result of placement tests or counseling when the students demonstrate the necessary skills for success in the programs. Each program is open to students who qualify.

ADMISSION PROCEDURE

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview
5. Medical and dental examination forms and personal recommendations (Nursing applicants only).

Nursing students are selected on the basis of application test scores and interview.

SPECIAL CREDIT STUDENTS

Those persons not enrolled in a degree or diploma program must complete an application.

ADMISSION TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old, 16 by special permission, or a high school graduate is eligible to enter a Continuing Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

PROVISIONAL ADMISSION

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

SPECIAL ADMISSION

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

VISITING STUDENTS

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

TRANSFER APPLICANTS

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

TRANSFER OF CREDITS

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college. A minimum of 30 quarter hours credit must be earned at Mitchell to be eligible for graduation.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

SERVICE EXPERIENCE

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

U. S. ARMY RESERVE OFFICERS TRAINING PROGRAM

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U. S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter in a contractual agreement with the Army and may receive up to \$1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N. C. 28036.

EXPENSES

STUDENT CHARGES AND REFUNDS

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.
4. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a \$5.00 late registration fee.

GENERAL GUIDELINES FOR STUDENT CHARGES AND REFUNDS

CURRICULUM COURSES

Tuition: Current tuition charges are \$3.25 for in-state and \$16.50 for out-of-state per quarter hour with a maximum charge of \$39.00 and \$198.00 per quarter respectively. Charges are shown below.

Quarter Hours	In-State	Out-of-State
1	\$ 3.25	\$ 16.50
2	6.50	33.00
3	9.75	49.50
4	13.00	66.00
5	16.25	82.50
6	19.50	99.00
7	22.75	115.50
8	26.00	132.00
9	29.25	148.50
10	32.50	165.00
11	35.75	181.50
12+	39.00	198.00

Exceptions: Students who have paid tuition at one institution and are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the quarter and the institution to which he is transferring will accept the letter in lieu of payment.

A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed \$39.00 or \$198.00.

Persons 65 or over are not required to pay tuition.

Refunds: Tuition refunds are made if, in the judgment of the institution, the student is compelled to withdraw for unavoidable reasons. The student is required to make his request in writing to the Dean of Student Personnel. If the request is approved, two-thirds of the tuition is refunded if the student withdraws within ten calendar days after the first day of classes for the quarter. Refunds of \$5.00 or less are not made. If a course or curriculum fails to materialize, all the tuition is refunded.

If a student withdraws before the end of the quarter for reasons excusable by the institution, the student may be allowed credit for the unrefunded tuition and fees if he enrolls during any of the next four calendar quarters and petitions in writing for such credit.

If a student dies during the quarter, all tuition and fees for the quarter are refunded to the estate of the deceased.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduate Fees: The following graduation fees are charged: Cap & Gown, \$8.00; Diploma or certificate, \$10.00.

If a student fails to meet the graduation requirements and the cap and gown package is unopened, the \$8.00 charge is refunded. If a student does not participate in graduation and asks that his diploma be mailed, a \$3.25 charge is made for registered mail.

Audit Fee: Tuition for auditing classes must be paid except in case of full-time students who may audit with no additional charge.

Credit By Examination: Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

Parking: Parking stickers are distributed at registration at no charge. A \$1.00 fine is charged for each parking violation after the first violation.

Physical Education Fees: The following physical education activity courses have fees as shown:

Golf	\$15.00
Bowling	10.00
Skiing (no equipment)	65.00
Skiing (with equipment)	45.00

If a student withdraws from the class before the first class meeting, the fee is refunded. No part of this fee is refunded after the first class meeting.

Insurance: A group accident insurance policy is available to students on a voluntary basis. Coverage is to and from school and for school-sponsored activities. The contract is September-September and the student pays for the remaining quarters when he enrolls. Charges are as follows:

4 quarters	\$ 6.00
3 quarters	\$ 4.50
2 quarters	\$ 3.00
1 quarter	\$ 1.50

There is no refund of insurance charges.

Registration Fee: There is no registration fee; however, students registering after the day of registration are charged a late fee of \$5.00.

Student Activity Fee: All students who take eight or more quarter hours are charged a \$9.00 student fee for the fall, winter, and spring quarters. A student pays a total of \$27.00 for the academic year if he is enrolled for all three quarters. The fee is distributed as follows:

Student Government	\$ 5.00
Athletics	\$ 2.00
Circle	\$ 2.00

All expenditures from these funds are related directly to student activities.

Exceptions: Students who take courses that are taught off campus are not charged a student activity fee. Persons who are employed as law enforcement officers and enroll in the Criminal Justice program are not charged the student activity fee.

Refunds: Rules governing student activity fee refund are the same as those for tuition refund.

Transcripts: No transcript is released without the written permission of the student. One official transcript is prepared without charge. A \$1.00 fee is charged for each additional transcript.

Books: Cost of books will vary some from program to program; however, most students pay an estimated \$150.00 for books for the academic year. The College does not rent books nor buy used books.

Special Fees: Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student. The following list gives the estimated cost for these items. The student is responsible for securing these items and monies are not handled by the institution.

Practical Nurse	\$190.00
Carpentry	65.00
Auto Body	90.00
Air Conditioning	135.00
Electronic Servicing	60.00
Electrical Installation	75.00
Auto Mechanics	150.00
Graphics	15.00
Drafting	45.00
Art	30.00
Machine Operations	150.00

CONTINUING EDUCATION COURSES

Tuition: A non-refundable \$8.00 registration fee is charged for each extension class.

Exceptions: Students who are prison inmates are charged no registration fee.

Volunteer firemen, fire department personnel, volunteer rescue and lifesaving personnel, and local law enforcement officers are offered job-related training extension courses with no registration fee.

Patients of state alcoholic rehabilitation centers are charged no registration fee.

Clients of sheltered workshops and Adult Development Centers are charged no registration fee.

Students of courses supported by grants and funds derived from sources other than state appropriations are charged no registration fee.

Persons 65 years of age, or older, are charged no registration fee.

Institutions may sponsor self-supporting classes. Charges are whatever is necessary to pay for the class.

1982-83 ESTIMATED STUDENT EXPENSES

	<i>9 months</i>	<i>12 months</i>
<i>Dependent Living At Home:</i>		
Room	\$ 495	\$ 660
Board	495	660
Transportation	447	561
Clothing	330	440
Personal	251	334
Health	132	176
Subtotal	<u>\$ 2150</u>	<u>\$ 2831</u>
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 2505	\$ 3296
<i>Dependent Living Away From Home:</i>		
Room	\$ 990	\$ 1320
Board	990	1320
Transportation	447	594
Clothing	330	440
Personal	440	583
Health	132	176
Subtotal	<u>\$ 3329</u>	<u>\$ 4433</u>
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 3684	\$ 4898
<i>Independent Self-Supporting:</i>		
Room	\$ 1485	\$ 1980
Board	1056	1408
Transportation	447	594
Clothing	330	440
Personal	660	880
Health	132	176
Subtotal	<u>\$ 4110</u>	<u>\$ 5478</u>
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 4465	\$ 5943

Independent Married:

Room	\$ 2277	\$ 3036
Board	1485	1980
Transportation	667	891
Clothing	660	880
Personal	660	880
Health	264	352
Subtotal	<u>\$ 6013</u>	<u>\$ 8019</u>
Tuition & Fees	144	183
Books & Supplies	211	282
TOTAL	\$ 6368	\$ 8484

Additional Factors:

Students with dependent children add:

First Child	\$ 903	\$ 1210
Second Child	825	1100
Third Child & additional	660	880

Out-of-State Student:

Tuition & Fees: \$ 621 \$ 819

Nursing Students:

\$334 Additional Supplies over 12 months.

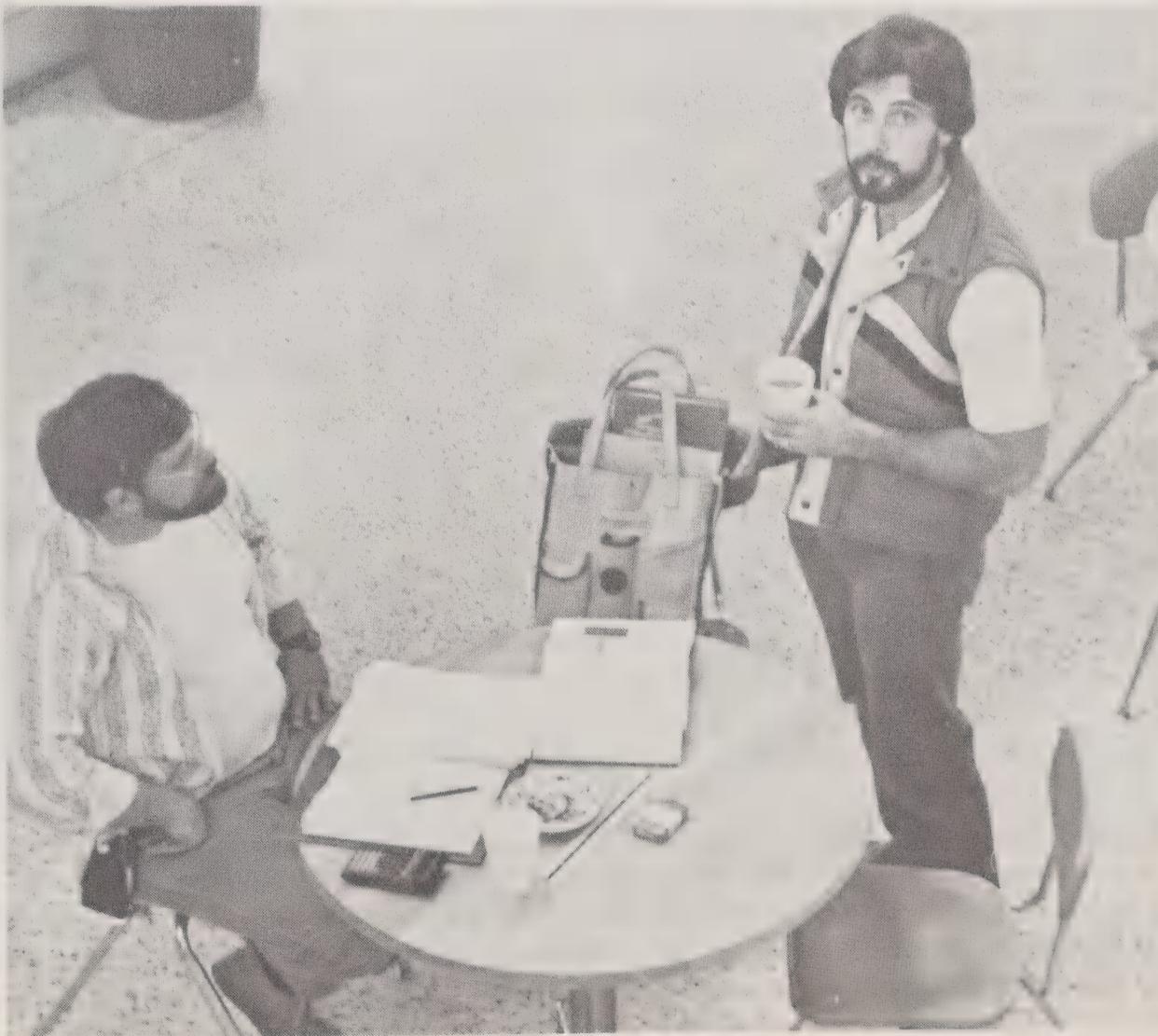
Budget Deviation:

Budget figures are derived from student surveys, local agencies, merchants, and professionals, and national comparison data.

Transportation is based on an average of 13 miles per day at 19¢ per mile.

Room and board figures for independent students reflect additional costs of insurance and taxes not applicable to dependent students.

Health figures include only uninsured medical and dental expenses.



VETERANS INFORMATION

The maximum period of entitlement for Educational Benefits is 45 months. These benefits must be completed within 10 years from date of discharge from active duty.

All veterans are prohibited from receiving VA payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing withdrawal.

No school may have authority to negotiate VA Educational Benefits Checks or direct or indirect access to the proceeds of such checks through devices such as post office box addresses or sales offices of the school which serve as students' mailing address, or bank accounts jointly held with payees to which benefit checks are mailed. All educational benefit checks must be negotiated by the veteran or eligible person.

85 to 15% Ratio Requirements . . . Effective December 1, 1976, the enrollment of an eligible veteran (not already enrolled) may not be approved in any course for a period which more than 85% of the students (veterans) enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the Veterans Administration. Specially excepted from computing 85 to 15% Ratio are special assistance payments for the educationally disadvantaged, Farm Co-operative Courses and courses offered under contract with the Department of Defense. Once a student is properly enrolled in a course which meets the 85 to 15% requirement, benefits may not be terminated because the 85 to 15% requirement is subsequently not met as long as the student's enrollment remains continuous. A veteran student enrolled at Mitchell need not attend summer sessions in order to maintain continuous enrollment. An enrollment may also be considered continuous if a "break" in enrollment is wholly due to circumstances beyond the student's control, such as illness.

50% Graduate Employment Survey . . . Every two years the Veterans Service Office must conduct a survey of the graduates in the Vocational curriculums. If at least 50% of these graduates have never been employed in the area of their curriculum, the payment of benefits will be barred to incoming veterans in that particular curriculum. A new survey will not be conducted for another two years. To prevent enrolling in a vocational curriculum in which a veteran will not be entitled to receive educational benefits, the student should contact the Veterans Service Office for a list of these barred curriculums.

Standards of Progress . . . All veteran students must meet the requirements for academic progress as set forth in the Catalog and the Student Handbook. Our procedures is to check each veteran's overall QPA at the end of each quarter. If the student's overall QPA is below the school standards, he is placed on probation for one quarter. If, at the end of this time, his QPA is still below the school's standard, he will be terminated with the Veterans Administration for unsatisfactory progress. If a veteran's academic status falls into the category mentioned above, he will be referred to a counselor to be placed on Conditional Status at the end of the quarter during which unsatisfactory progress has occurred. The Dean of Student Personnel Services will conduct the initial screening interview. If student is a veteran, it will be required he be placed on Conditional Status. The assigned counselor will develop and implement a plan with the student which will include minimum QPA he may attain for that conditional quarter. The counselor will meet with the student on a scheduled basis. At the end of the conditional status quarter, the counselor will review the student's academic progress. If progress is satisfactory according to the plan, the veteran will be removed from Conditional Status and be re-certified to the Veterans Administration.

Vocational veterans must turn in time sheets to the Veteran's Secretary at the end of each month. Delay in turning time sheets in may hold up checks. Also, approximately every two to three months vocational veterans will receive time cards in with their checks. These must also be turned in immediately to the Veteran's Secretary to avoid delaying checks.

All veterans must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time, $\frac{3}{4}$ time, or $\frac{1}{2}$ time. If the reason for dropping in credits is not due to mitigating circumstances, the VA will go back to the beginning of the quarter and charge that student with an overpayment. A student must also notify the Veteran Affairs Office of a withdrawal.

Mitigating Circumstances . . . Circumstances which directly hinder any eligible veteran's pursuit of a course and which are judged to be out of the student's control. Illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training. Withdrawal from a course or receipt of a nonpunitive grade upon completion of a course due to unsatisfactory work may be considered to be under mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion and

the student submits evidence that he or she applied for tutorial aid, consulted a Veteran's Administration Counselor, or consulted a school academic counselor or advisor regarding an attempt to remedy the unsatisfactory work before withdrawal or completion.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. No certification will be mailed until students complete their files including high school transcripts, GED scores, and college transcripts where applicable. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 45 to 60 days from the date of certification before the first check is received).

When you first make contact with the Veterans Affairs Office, bring a certified copy (from the courthouse) of your DD 214 (discharge papers). If you or your spouse have ever been divorced, bring a copy of the divorce papers, a copy of your current marriage certificate, and copies of childrens' birth certificates if applicable.

Benefits are determined by the academic course load as indicated in the table below:

College Transfer & Technical —

Full: 12 credit hours & above

¾: 9 to 11 credit hours

½: 6 to 8 credit hours

Vocational —

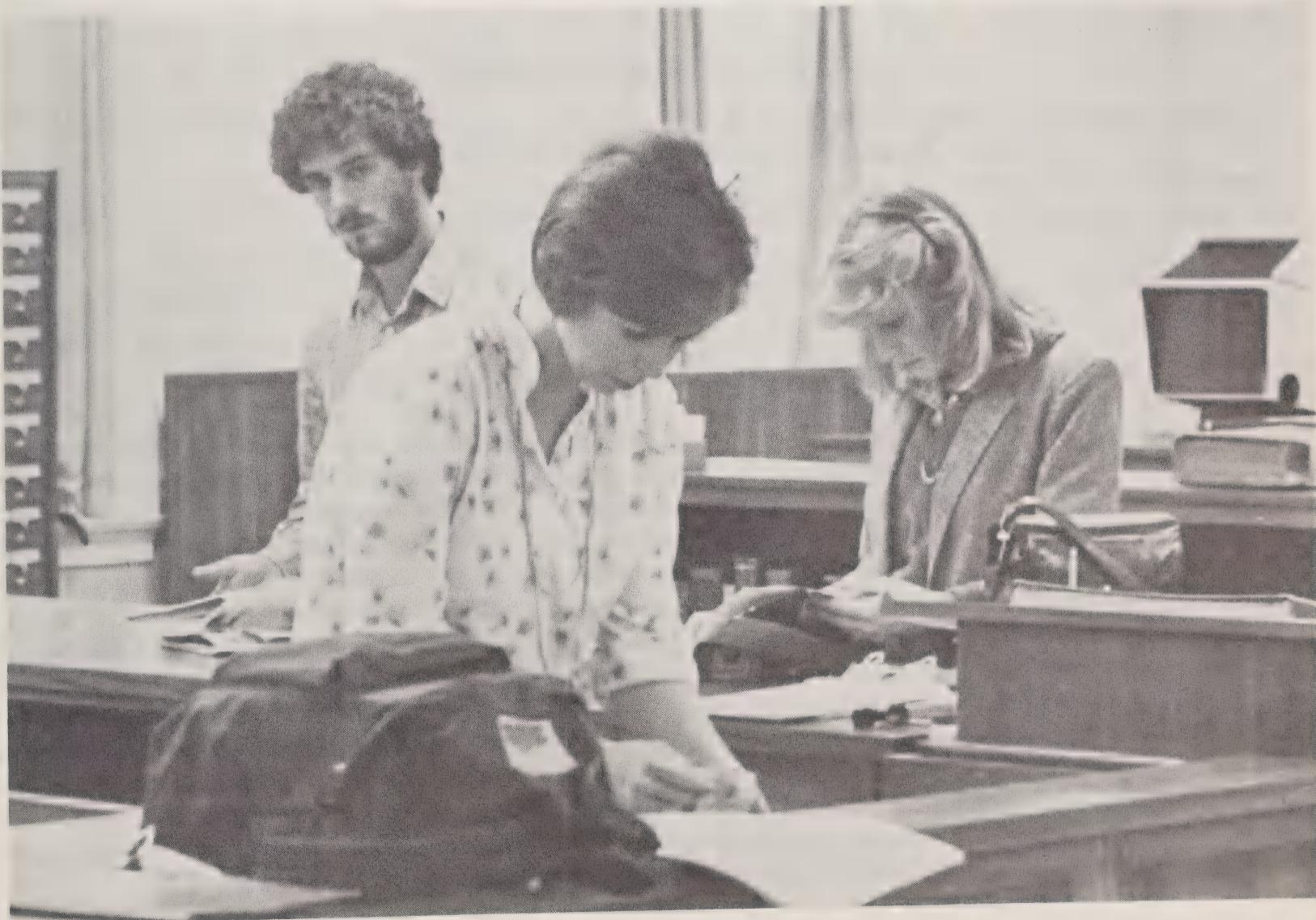
Full: 22 contact hours & above

¾: 16 to 21 contact hours

½: 11 to 15 contact hours

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, N. C. 27102. The toll free number is 1-800-642-0841.

The telephone number for Veterans Affairs at Mitchell is 704-873-2201. Call or visit this office any time for further information.



FINANCIAL ASSISTANCE INFORMATION

The purpose of financial aid is to help students who would be unable to attend Mitchell without assistance. To be considered for aid, an A.C.T. Family Financial Statement must be completed, and the Basic Educational Opportunity Grant (BEOG) must be applied for, by checking the appropriate box on the A.C.T. form (available from the Financial Aid Office or high school counselors).

APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

1. Student must obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the BEOG, and include the code for a report to be sent to Mitchell Community College.
3. Students must contact the Financial Aid Office when they receive reports from ACT and from the BEOG offices.
4. Applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions, and the reasons for these decisions.

DEADLINES

The A.C.T. forms should be mailed by the student two months prior to enrollment. However, students may apply even after enrollment. Scholarships are awarded prior to September and should be applied for by July 1st.

TYPES OF AID AVAILABLE

Pell Grant (Basic Grant)—NOT repaid; up to \$758 per year.

Supplemental Educational Opportunity Grant—NOT repaid; \$200-\$900 per year.

College Work Study—Minimum wage paid for work on campus, up to 20 hours per week.

N.C. Insured Loans—Must be repaid in quarterly installments beginning after a student ceases to be a half-time student; 9% interest also begins at that time. Amount varies depending on need.

N.C. Student Incentive Grant—NOT repaid; amounts vary; A.C.T. form should be sent by March 1st.

Scholarships—NOT repaid; amounts vary.

FINANCIAL AID STUDENT RIGHTS & RESPONSIBILITIES

All students have the right to know what aid is available, when to apply, costs of attendance, Mitchell's refund policy, selection criteria for aid recipients, how need is determined and what family resources are used in need determination. Students also have the right to know how much of their need is going to be met by aid, how much of their aid must be repaid, and what the interest rate and payback procedures are, as well as what other types of aid they are receiving. Recipients also have a right to know how satisfactory academic progress is determined and what happens when it is not maintained.

Students have a responsibility to review and consider all information about the school before enrolling; to complete all forms accurately and submit them on time to the right place; to pay special attention to accuracy on financial aid forms (errors cause long delays and intentional misreporting is a criminal offense subject to penalties under the U. S. Criminal Code); to return all verification, corrections and new information requested by the aid officer or agency to whom applied; to read, understand and save copies of everything signed; to accept responsibility for all agreements signed; to notify the lender, if loan received, of changes in name, address, or school status; to know and comply with application and reapplication deadlines; to know and comply with the school's refund procedures.

SCHOLARSHIPS

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ALUMNI SCHOLARSHIP was established in 1979 by the Mitchell Community College Alumni Association. The scholarship will be awarded annually to a child or grandchild of an alumni, with the stipulation that the recipient must maintain a 2.0 grade point average.

THE ANDERSON FAMILY SCHOLARSHIP has been established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need. Application for the scholarship should be made to the college scholarship committee.

THE BAUGH SCHOLARSHIP was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell student who gives evidence of leadership potential.

THE BRADY MEMORIAL ORGAN SCHOLARSHIP was established by the employees of Brady Printing Company, family and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young persons would study organ. Auditions will be held for the scholarship, which will be awarded to an Iredell County resident for the study of music at Mitchell Community College.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE FRED B. BUNCH, JR. SCHOLARSHIP was established in 1981 by his family and friends in memory of Fred's contributions to the community and his support of Mitchell. He served as a member of the Board of Trustees for a number of years and as Chairman from 1967-1970. Applications should be submitted to the Scholarship Committee. The scholarship will be awarded from fund earnings and priority will be given to a student having academic potential and needing assistance in achieving educational goals at the college.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. & Mrs. Joe Carter and will be awarded as funds are available.

THE WILLARD GOOGE CARITHERS SCHOLARSHIP was established by a gift from Mrs. Carithers' Estate and donations from her friends and family. Because of her interest in young people, fine arts, and the college, the earnings of the scholarship fund will be awarded annually with priority given to Iredell County residents demonstrating talent in fine arts, having financial need, and interested in pursuing their studies at the college. Applications should be made to the Scholarship Committee.

THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE ANABEL EAGLE FOSTER MEMORIAL SCHOLARSHIP was established in 1979 through the will of Ms. Foster. It is to be awarded to a sophomore, female resident of the Cool Springs Township considered deserving by the Scholarship Committee.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a location. The scholarship will be awarded from endowment earnings.

THE THOMAS LEE HILL MEMORIAL SCHOLARSHIP was established in 1978 by the Statesville Noon Civitan Club in memory of the late Thomas Hill for his contributions to the work of Civitan and for his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE JENSEN MUSIC SCHOLARSHIP was established in 1969 by the Jensen family and friends, in memory of the late Fritz Jensen, who had a deep love for the arts and especially music. The scholarship will be awarded annually to outstanding sophomore music students at Mitchell Community College.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE PHILLIP FEIMSTER MEMORIAL SCHOLARSHIP was established in 1981 in memory of Phillip Feimster, an outstanding student athlete. The scholarship is awarded on the basis of leadership, athletic ability, and financial need.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by Margaret Raynall Bible Class for the First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) in the sound discretion of the Board of Trustees. The first recipient was named for Fall of 1977. The amount is to be determined by income earned on the trust fund.

THE MITCHELL COMMUNITY COLLEGE ART CLUB SCHOLARSHIP was established in 1977 by students of art at Mitchell Community College. Students raise money annually through various fund-raising activities. The award pays full tuition for an academic year, and is awarded annually to an entering freshman on the basis of high school art achievements.

THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County and make application to the Mitchell Community College Scholarship Committee.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc., in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company, applicants from employee families, it may be awarded to other deserving Iredell County students.

THE BILL SHERILL ATHLETIC SCHOLARSHIP was established in 1978 by the Statesville Area Athletic Officials Clinic in memory of the late Bill Sherrill for his contributions to area high school athletics and his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident interested in athletics and having financial need.

THE SPANN, MANGUM, CROOM & DOCKERY MEMORIAL SCHOLARSHIP was established in 1974 by the Spann, Mangum, Croom & Dockery Board of Directors for their outstanding leadership in the Statesville community. It will be awarded annually to a minority student recommended by a board member or members, on the basis of need, commitment and leadership.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP was established in 1975 in memory of the late Mike Courain, who was dedicated to the youth of his community. It is to be awarded annually to an outstanding Key Club or Keywanette member from one of the Iredell County high schools.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the Northwestern Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE STATESVILLE RECORD AND LANDMARK SCHOLARSHIP was established in 1962 by employees of the Statesville Record and Landmark, in order to assist employees and their children. The amount is to be determined by interest on the principal sum, which is to be added to the principal in the event that the scholarship is not awarded. If there are no eligible applicants, the award may be given to an Iredell County resident. The scholarship must be awarded at least every five years.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

THE E. B. STIMSON MEMORIAL SCHOLARSHIP was established in loving memory of "Cap" Stimson, who for many years served as head of the Mitchell College Music Dept. It is endowed by the MacDowell Music Club and friends of the Stimson family. Candidates for the music scholarship must audition before a select panel of judges.

THE BILLY WATT MEMORIAL SCHOLARSHIP was established by William N. and Hilda S. Watt in memory of their son, Billy Watt. The scholarship will be awarded annually to graduates or seniors of Alexander Central High School. Applications for the scholarship should be made to the Alexander High School Scholarship Committee.

THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP was established in 1979 from the estate of Annie McGill Wilson, Class of 1924. Preference shall be given to students who are interested in library science, have financial need, and demonstrate academic talent.



Student Life

Mitchell Community College is interested in helping each student develop to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will co-operate with the respective law enforcement agencies in their enforcement.

PRIVACY RIGHTS

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent.

VEHICLE REGISTRATION

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

PLACEMENT SERVICE

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

HEALTH SERVICES

Persons who desire to see a doctor may check the Student Personnel Services Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.

ATHLETICS

Mitchell fields intercollegiate athletic teams in basketball (men's and women's), golf, and tennis. The institution is a member of Region X NJCAA, and the Western Tarheel Conference. Students interested in competing in these sports should see the coaches.

INTRAMURALS

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life, physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

STUDENT ORGANIZATIONS

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the students will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regards to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

PUBLICATIONS

The Office of the Dean of Student Personnel Services is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

THE LEARNING RESOURCES CENTER

The Mitchell Community College Learning Resources Center is responsible for providing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, card catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas — the Library and the Audiovisual Center.

The library area houses the book collection, periodicals, vertical file, and microfilm. All special indexes — periodicals, poetry, plays, essays, book reviews — are on the main floor near the card catalog. Services available are: Reference assistance, interlibrary loans, displays, reserve materials, paperback collection, night book deposit (to left of front entrance), college catalogs, microfilm reader/printer, and coin-operated copier for hard copies.

The audiovisual center provides a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes.
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community.

Regular school days:

Monday-Thursday

8 a.m.-10 p.m.

Friday

8 a.m.- 5 p.m.

During breaks between quarters:

Monday-Friday

8 a.m.- 5 p.m.

Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for re-stamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor).

COLLEGE INFORMATION OFFICE

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday.



Academic Regulations

QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

RESIDENCE — AND — TUITION STATUS

Residence status is established for tuition purposes when a student enrolls. An application for this purpose is completed during the registration procedure.

Appeals may be made to the Dean of Student Personnel Services when a student questions the status, or when a student's status changes. If the student is not satisfied with the decision at this point, appeals may be made to the State Residence Committee.

CHANGE OF SCHEDULE

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally one week after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the office of the Registrar and the Business Office.

STUDENT COURSE LOAD

A student must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered a full-time student, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V.A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

A student may not register for more than 21 credit hours without approval of the Dean of Student Personnel Services, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular case.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he is classified as a sophomore.

ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events.

No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing the work.

Once a student has properly registered and paid the necessary registration fees, the student shall be enrolled in said class until one of the following occurs:

1. Student Withdrawal
 - A. He/she officially withdraws (this constitutes student withdrawal and is effective as of that date.)
2. Administrative Withdrawal
 - A. He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)
 - B. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
 - C. He/she completes the minimum objectives stated for the class, or transfers to another class.

Students will be given specific class attendance policies by each division at the beginning of each quarter.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A — Excellent — 4 quality points per quarter hour

B — Good — 3 quality points per quarter hour

C — Average — 2 quality points per quarter hour

D — Passing — 1 quality point per quarter hour

F — Failed — No quality points per quarter hour

I — Incomplete — Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.

W — Withdrawal — Denotes official withdrawal from school.

AU — Audit — No grade or quality points.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, only the higher grade will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

GRADE REPORTS

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished all students at the end of each scheduled school quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.5 for the quarter with no grade below "C" will be on the Dean's List for that period.

CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for any one year will be eligible for Class Honors at Graduation.

COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at graduation.

SATISFACTORY ACADEMIC PROGRESS

The following scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, and other private or public agencies requiring such information.

Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall, accumulative quality point average. This includes both courses passed and failed, unless the course has been repeated. When the course is repeated, only the higher grade will be included in the calculation of the quality point average. Financial assistance can be stopped for one or more quarters until grades indicate satisfactory progress. Recipients of both federal and state financial aid will be notified at the end of the quarter of ineligibility for aid if academic standards are not met.

Veteran students must meet the requirements for academic progress as set forth below. If a veteran does not meet this requirement, he will be placed on academic probation for one quarter. If he does not bring his overall grade point average up to within school standards by the end of that quarter, he will be terminated with the Veterans Administration in Winston-Salem. To get his educational benefits reinstated, he must request a counseling date with the Veterans Administration. They will decide if he will be eligible to return, and will state the conditions under which he may return if he is found to be eligible. There should be no problems from the Veterans Administration if satisfactory academic progress is maintained.

Degree Programs		Diploma Programs		Certificate Programs	
Hours	QPA	Hours	QPA	Hours	QPA
0-15	1.00	0-20	1.25	0-7	1.50
16-30	1.25	21-40	1.50	8-13	1.75
31-45	1.50	41-60	1.75	14-	2.00
46-60	1.75	61-	2.00		
61-75	1.90				
76-	2.00				

CONDITIONAL STATUS

In an effort to provide more effective assistance to students enrolled at the college, the conditional status policy is re-stated. Because of the difficulty some students experience in satisfactorily meeting institutional academic standards (especially as shown in the college catalog and student handbook), conditional status for such students may be necessary. Procedure will be as follows:

1. Referral — Student's advisor, instructor, or other staff member will recommend in writing to the Dean of Student Personnel Services the review of student's academic difficulty for appropriate action. Referral may be made at the end of the student's first quarter, or at the end of any subsequent quarter.

2. Initial Screening Interview — Dean of Student Personnel Services will conduct initial screening interview to offer recommendations and assign to counselor, if applicable.
3. Counselor Interview — Counselor will meet student to determine if conditional status would be of benefit. If so, a written plan shall be developed and implemented by counselor and student. Plan should include: (1) minimum QPA for conditional quarter. (2) Regularly scheduled meetings with assigned counselor. Copies are to be distributed to advisor, Dean of Student Personnel Services, student, referral source, and to the VA, Financial Aid and CETA Offices, if appropriate.
4. Plan Reviewed — At the end of the conditional status quarter, the counselor will review student's academic progress for possible removal from conditional status or appropriate action.

CREDIT BY EXAMINATION

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved.

ADVANCED PLACEMENT

Students entering Mitchell Community College from Statesville City School, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

DEVELOPMENTAL STUDIES PROGRAM

The goal of the Developmental Studies Program is to meet the challenge of the College's "open door" admissions policy, which brings students of varying educational needs and abilities to the campus, and to fulfill the College's purpose "to be of optimum educational and cultural service to the people within its geographical area." The College is committed, through the Developmental Studies Program, to providing ample opportunities for each student to meet his educational needs. The program offers to students course work, Learning Lab opportunities, and counseling designed to both remediate specific academic weaknesses and to develop other skills necessary to success in college. Upon completion of the developmental work prescribed as a result of placement, each student will be better prepared for the demands of his/her chosen curriculum.

AUDITING CLASSES

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

REPEATING COURSE WORK

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated, but can be counted only once toward graduation. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, and equivalent course may be substituted upon recommendation of the division chairperson, or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Personnel Services. As a result of limited clinical facilities, any PNE student failing to obtain a "C" or better on any required course will be dropped from the program but may be readmitted the next quarter that course is offered.

TRANSCRIPTS

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. One transcript will be prepared at a cost of \$1.00 per copy. No transcripts will be released until the student's account is cleared with the Business Office and the Library.

REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in the programs awarding diplomas are required to reach a proficiency level. Students in programs awarding the Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Applied Science Degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
2. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Personnel Services for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.
5. A minimum of thirty quarter hours credit must be earned at Mitchell Community College in order to be eligible for graduation, except in the nursing program which requires 50.
6. A maximum of eleven quarter hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell except in the nursing program which requires that the student complete the last 2½ quarters at Mitchell.

WITHDRAWALS

Students withdrawing from the college must contact the Office of the Dean of Student Personnel Services for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Personnel Services will sign all official withdrawals.

Students who need or want to withdraw from a class must initiate an official drop in the Registrar's office. This must be done prior to the last class of the sixth week of the quarter, except during summer sessions, but exact dates are given for these. A grade of "F" will be assigned for those classes if the official withdrawal is not made.

Educational Programs

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to fifteen quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

College Transfer:

- Associate in Arts Degree — minimum 96 quarter hours credit
- Associate in Fine Arts Degree — minimum 96 quarter hours credit
- Associate in Science Degree — minimum 96 quarter hours credit

College Transfer Programs:

Pre-Agriculture	—C-001
Pre-Art	—C-003
Pre-Business Administration	—C-004
Pre-Business Education	—C-026
Pre-Liberal Arts	—C-011
Pre-Music	—C-015
Pre-Science	—C-018
Pre-Veterinarian	—C-021
Special Credit	—G-030

Technical:

- Associate in Applied Science Degree — minimum 106 quarter hours credit

Technical Programs:

Accounting	—T-016
Agricultural Science	—T-126
Business Administration	—T-018
Criminal Justice	—T-129
Electronic Data Processing	—T-022
Electronics Engineering Technology	—T-045
Executive Secretary	—T-030
Food Service Management	—T-074
General Office Technology	—T-033
Industrial Management	—T-049
Nursing Education Options	—T-116
Teacher Aide	—T-088
Veteran Farmer Training	—T-017

Vocational:

Diploma — Completion of curriculum

Certificate — upon successful completion of a vocational specialty program which generally consists of a maximum of 12 contact hours per week for four quarters in the evenings. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as aide position.

Vocational Programs:

Air Conditioning/Refrigeration	—V-024
Auto Body Repair	—V-001
Automotive Mechanics	—V-003
Carpentry	—V-007
Drafting/Mechanical	—V-017
Electrical Installation & Maintenance	—V-018
Electronic Servicing	—V-042
Graphic Communications	—V-022
Industrial Maintenance	—V-028
Machine Operations	—V-032
Welding	—V-050

READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

Associate in Arts, Associate in Fine Arts, Associate in Science —

Must make satisfactory score on the reading test, or take Reading 151.

Associate in Applied Science —

Must make a satisfactory score on the reading test, or take Reading 151.

Diploma Programs —

Must make a satisfactory score on the reading test, or take Reading 1101.

Certificate Programs —

Must make a satisfactory score on the reading test, or take Reading 1101.

COLLEGE TRANSFER PROGRAMS

PRE-ART (C-003)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

CURRICULUM

Course Title			Qtr. Hrs. Credit	Course Title			Qtr. Hrs. Credit
FIRST QUARTER				FOURTH QUARTER			
ENG 150	Resource Material		1	ENG	From Eng Lit sequence		5
ENG 151	Composition I		3	ART	Elective in Major sequence		3
HIS 151 or 251	History of Western Civilization I U. S. History I		5	ART	Elective in Minor sequence		3
ART 150	Basic Design		3	BIO 151	General Biology or		4
PED	Physical Education		1	CHM 161	General Chemistry or		
	Electives		5	PHY 271	General Physics		
				PED	Physical Education		1
SECOND QUARTER				FIFTH QUARTER			
ENG 152	Composition II		3	BIO 152	General Biology or		4
HIS 152 or 252	History of Western Civilization II U. S. History II		5	CHM 162	General Chemistry or		
ART 151	Drawing I		3	PHY 272	General Physics		
PED	Physical Education		1	ART	Art History		5
	Electives		5	ART	Major Sequence II		3
				ART	Minor Sequence II		3
THIRD QUARTER				SIXTH QUARTER			
ENG 153	Composition III		3	ART	Art History		5
MAT	151 or 161 suggested		5	ART	Major Sequence III		3
ART	Elective		3	ART	Elective in Art		3
PED	Physical Education		1		Elective other than Art		3
	Electives		4				

PRE-BUSINESS ADMINISTRATION (C-004)

ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

FIRST QUARTER			FOURTH QUARTER		
	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>		<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
ENG 150	Intro. to Resource Material	1	BUS 161	Accounting Principles	4
ENG 151	Composition I	3	ECO 251	Macroeconomics	5
HIS 151 or 251	History of Western Civilization U. S. History	5	ENG 261 or 271-272	Major British Writers American Literature	5 or 6
BIO 151	General Biology or	4	PED	Physical Education	1
CHM 161	General Chemistry or				
PHY 271	General Physics				
EDP 151	Intro. to Data Processing	4			
PED	Physical Education	1			
SECOND QUARTER			FIFTH QUARTER		
ENG 152	Composition II	3	BUS 162	Accounting Principles	4
HIS 152 or 252	History of Western Civilization U. S. History	5	ECO 252	Microeconomics Electives (Humanities)	5 2
BIO 152	General Biology or	4	MAT 191	Concepts & Techniques of Calculus	5
CHM 162	General Chemistry or				
PHY 272	General Physics				
PED	Physical Education	1			
THIRD QUARTER			SIXTH QUARTER		
ENG 153	Composition III	3	BUS 163	Accounting Principles	4
	Electives	8		Electives (Humanities)	8
PED	Physical Education	1	MAT 171	Introductory Statistics	5
MAT 151 or 161	Fundamental of Mathematics College Algebra	5			

PRE-BUSINESS EDUCATION (C-026)

ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

<i>Course Title</i>		<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>		<i>Qtr. Hrs. Credit</i>
FIRST QUARTER			FOURTH QUARTER		
ENG 150	Intro. To Resource Material	1	BUS 161	Accounting Principles	4
ENG 151	Composition I	3	ECO 251	Macroeconomics	5
HIS 151 or 251	History of Western Civilization U. S. History	5	ENG 261 or 271-272	Major British Writers American Literature	5 or 6
BIO 151	General Biology or	4	BUS 156	Shorthand	4
CHM 161	General Chemistry or		PED	Physical Education	1
PHY 271	General Physics				
BUS 153	Typewriting	3			
PED	Physical Education	1			
SECOND QUARTER			FIFTH QUARTER		
ENG 152	Composition II	3	BUS 162	Accounting Principles	4
HIS 152 or 252	History of Western Civilization U. S. History	5	ECO 252	Microeconomics	5
BIO 152	General Biology or	4	MAT 151 or 161	Fundamentals of Mathematics College Algebra	5
CHM 162	General Chemistry or		BUS 157	Shorthand	4
PHY 272	General Physics				
BUS 154	Typewriting	3			
	Elective	2			
PED	Physical Education	1			
THIRD QUARTER			SIXTH QUARTER		
ENG 153	Composition III	3	BUS 163	Accounting Principles	4
BUS 155	Typewriting	3	BUS 158	Shorthand	4
EDP 151	Intro. to Data Processing	4		Elective (Humanities)	5
	Elective (Humanities)	3			
PED	Physical Education	1			

COLLEGE TRANSFER

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The College Transfer curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for the Associate in Arts and the Associate in Science Degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE CURRICULUM (C-011)

English	15 qtr. hrs. credit
Must include: ENG 151, 152, 153 — 9 q.h. ENG 150 — 1 q.h., Literature — 5 q.h.	
Health and Physical Education	4 qtr. hrs. credit
Humanities and Fine Arts	10 qtr. hrs. credit
Courses must be selected from: Art, Foreign Language, Literature, Music, Philosophy, Religion and Speech.	
Science and Mathematics	13 qtr. hrs. credit
Minimum of 8 q.h. in an introductory science sequence Math 151 or 161 (5 q.h.) recommended	
Social Science	10 qtr. hrs. credit
American History or Western Civilization sequence	
Electives	44 qtr. hrs. credit
Students should select electives which correspond with their major and the institution to which they wish to transfer.	

ASSOCIATE IN SCIENCE DEGREE CURRICULUM (C-018)

English	15 qtr. hrs. credit
Must include: ENG 151, 152, 153 — 9 q.h. ENG 150 — 1 q.h., Literature — 5 q.h.	
Health and Physical Education	4 qtr. hrs. credit
Math	20 qtr. hrs. credit
Completion of Math 253 (Calculus III) is minimum requirement	
Science	24 qtr. hrs. credit
Two complete three course sequences minimum requirement	
Social Science	10 qtr. hrs. credit
Two quarter sequence of Western Civilization or American History minimum requirement	
Electives	23 qtr. hrs. credit
May include math, foreign language, or other courses suggested by program at senior institution.	

PRE-MUSIC (C-015)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

PIANO CURRICULUM

Course Title			Qtr. Hrs. Credit	Course Title			Qtr. Hrs. Credit
FIRST QUARTER				FOURTH QUARTER			
ENG 150	Intro. to Resource Material		1	BIO 151	General Biology or		4
ENG 151	Composition I		3	CHM 161	General Chemistry or		
MUS 151	Music Theory		3	PHY 271	General Physics		
MUS 154	Sight Singing		2	MUS 251	Music Theory		3
MUS	Applied Organ, Piano, Voice (major)		2	MUS 254	Sight Singing		2
MUS	Applied Organ, Piano, Voice (minor)		1	MUS	Applied Organ, Piano, Voice (major)		2
MUS 160	Choir		1	MUS	Applied Organ, Piano, Voice (minor)		1
HIS 151 or 251	History of Western Civilization U. S. History		5	MUS 260	Choir		1
PED	Physical Education			PED	Physical Education		1
SECOND QUARTER				FIFTH QUARTER			
ENG 152	Composition II		3	MUS 252	Music Theory		3
MUS 152	Music Theory		3	MUS 255	Sight Singing		2
MUS 155	Sight Singing		2	MUS	Applied Organ, Piano, Voice (major)		
MUS	Applied Organ, Piano, Voice (major)		2	MUS	Applied Organ, Piano, Voice (minor)		2
MUS	Applied Organ, Piano, Voice (minor)		1	MUS 261	Choir		1
MUS 161	Choir		1	PED	Physical Education		1
HIS 152 or 252	History of Western Civilization U. S. History		5	BIO 152	General Biology or		4
PED	Physical Education		1	CHM 162	General Chemistry or		
				PHY 272	General Physics		
THIRD QUARTER				SIXTH QUARTER			
ENG 153	Composition III		3	MUS 253	Music Theory		3
MUS 153	Music Theory		3	MUS 256	Sight Singing		2
MUS 156	Sight Singing		2	MUS	Applied Organ, Piano, Voice (major)		
MUS	Applied Organ, Piano, Voice (major)		2	MUS	Applied Organ, Piano, Voice (minor)		2
MUS	Applied Organ, Piano, Voice (minor)		1	MUS 262	Choir		1
MUS 162	Choir		1	ENG	Literature (American or English)		5
MAT 151 or 161	Fundamentals of Mathematics College Algebra		5				
PED	Physical Education		1				

VOICE CURRICULUM

				Qtr. Hrs.					Qtr. Hrs.
				Credit					Credit
FIRST QUARTER				FOURTH QUARTER				FIFTH QUARTER	
ENG	150	Intro. to Resource Material		1	BIO	151	General Biology or		4
ENG	151	Composition I		3	CHM	161	General Chemistry		
MUS	151	Music Theory		3	PHY	271	General Physics		
MUS	154	Sight Singing		2	MUS	251	Music Theory		3
MUS		Applied Organ, Piano, Voice (major)		2	MUS	254	Sight Singing		2
MUS		Applied Organ, Piano, Voice (minor)		1	MUS		Applied Organ, Piano, Voice (major)		2
MUS	160	Choir		1	MUS		Applied Organ, Piano, Voice (minor)		1
HIS	151	History of Western Civilization		5	MUS	260	Choir		1
or	251	U. S. History			PED		Physical Education		1
SECOND QUARTER				FOURTH QUARTER				FIFTH QUARTER	
ENG	152	Composition II		3	MUS	252	Music Theory		3
MUS	152	Music Theory		3	MUS	255	Sight Singing		2
MUS	155	Sight Singing		2	MUS		Applied Organ, Piano, Voice (major)		2
MUS		Applied Organ, Piano, Voice (major)		2	MUS		Applied Organ, Piano, Voice (minor)		1
MUS		Applied Organ, Piano, Voice (minor)		1	MUS	261	Choir		1
MUS	161	Choir		1	PED		Physical Education		1
PED		Physical Education		1	BIO	152	General Biology or		4
HIS	152	History of Western Civilization		5	CHM	162	General Chemistry or		
or	252	U. S. History			PHY	271	General Physics		
THIRD QUARTER				FOURTH QUARTER				SIXTH QUARTER	
ENG	153	Composition III		3	MUS	253	Music Theory		3
MUS	153	Music Theory		3	MUS	256	Sight Singing		2
MUS	156	Sight Singing		2	MUS		Applied Organ, Piano, Voice (major)		2
MUS		Applied Organ, Piano, Voice (major)		2	MUS		Applied Organ, Piano, Voice (minor)		1
MUS		Applied Organ, Piano, Voice (minor)		1	MUS	262	Choir		1
MUS	162	Choir		1	ENG		Literature (American or English)		5
MAT	151	Fundamentals of Mathematics		5					
or	161	College Algebra							
PED		Physical Education		1					

SPECIAL CREDIT (G-030)

This program is designed for those students who have no desire to work toward a degree, but want to take college transfer courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.



TECHNICAL PROGRAMS

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Accounting curriculum is designed to teach students the necessary skills for entry into the accounting profession. The student learns the following duties: maintaining journals and ledgers, preparing financial statements, making special reports and analysis, preparing cost data, and summarizing tax information.

A graduate of the Accounting curriculum may be employed in a variety of fields depending on availability, personal preferences, skills, etc. The accountant is necessary wherever there is money to be used from government to small private businesses. Positions are available in general accounting, auditing, payroll accounting, credit, collections, and other areas.

CURRICULUM

Core Courses	59
English & Speech	12
Major Requirements	30
Electives	7
Total	108

Core Courses:

Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Machine Calculations	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

Major Requirements:

BUS 241 Intermediate Accounting	4
BUS 242 Intermediate Accounting	4
BUS 243 Intermediate Accounting	4
BUS 246 Taxes	4
BUS 244 Cost Accounting	4
BUS 248 Auditing	4
BUS 228 Consumer Finance	3
BUS 229 Business Finance	3

English & Speech:

English 101, 102, 103	9
Speech 251	3

Course Title	Qtr. Hrs. Credit			Course Title	Qtr. Hrs. Credit
		First Quarter	Fourth Quarter		
FIRST QUARTER				FOURTH QUARTER	
ENG 101 Grammar I	3			BUS 241 Intermediate Accounting	4
BUS 152 Intro. to Business	5			BUS 244 Cost Accounting	4
BUS 123 Business Mathematics	4			BUS 228 Consumer Finance	3
BUS 161 Accounting Principles	4			BUS 224 Business Management	5
BUS 150 Business Law	3				
SECOND QUARTER				FIFTH QUARTER	
ENG 102 Composition	3			BUS 242 Intermediate Accounting	4
BUS 151 Business Law	3			BUS 248 Auditing	4
BUS 120 Machine Calculations	4			BUS 136 Personal Development	3
BUS 162 Accounting Principles	4			EDP 151 Intro. to Data Processing	4
ECO 251 Macroeconomics	5			BUS 229 Business Finance	3
THIRD QUARTER				SIXTH QUARTER	
ENG 103 Technical Writing	3			BUS 243 Intermediate Accounting	4
BUS 163 Accounting Principles	4			BUS 246 Taxes	4
ECO 252 Microeconomics	5			SPH 251 Speech	3
BUS 153 Typewriting (waived for 30 wpm)	3			BUS 220 Business Communications	3
Elective	3			Elective	4

AGRICULTURAL SCIENCE (T-126)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Science has done many things to make the farmer's work easier and more profitable. Technological advances in agricultural production practices promise to come at an ever-increasing rate. Those who are producing, processing or marketing agricultural products, as well as those working with suppliers of commodities used in agriculture, must know how to use and apply modern agricultural practices. The course of study in Agricultural Science is organized to provide technical training for those who will be taking part in agricultural production in the years ahead.

This curriculum is designed primarily for persons involved in farming or agricultural related enterprises. The courses are planned to provide technical, scientific, and managerial concepts which supplement and relate to the experiences of the student in his employment. The basic knowledge and skills of farming operations involving crops and livestock are included to insure a continuity of the theory and the practical aspects of farming. Courses provide opportunities to gain knowledge and skills in crop and livestock production; managing the farm business; repairing, maintaining and equipping the operation; laws and taxes; and long-range planning and forecasting.

Job opportunities for graduates of the Agricultural Science curriculum are available in managing farm enterprises, selling agricultural products in farm supply stores and inspecting farm products.

CURRICULUM

Course Title	Qtr. Hrs.	Course Title	Qtr. Hrs.
	Credit		Credit
FIRST QUARTER			
AGR 100 Agricultural Orientation	1	AGR 110 Farm Business Management	5
ENG 101 Grammar I	3	AGR 212 Dairy & Beef Production	5
CHM 102 Chemistry (AG)	4	AGR 213 Forage Crop Production	5
AGR 106 Field Crops	4	Elective	3
AGR 203 Agriculture Mathematics	5		
SECOND QUARTER			
SOC 101 Community Involvement	5	AGR 103 General Horticulture	4
ENG 102 Composition	3	AGR 217 Soil Fertility	3
ECO 103 Economics of Agriculture	3	AGR 208 Livestock Diseases & Parasites	4
AGR 108 Soil Management	3	AGR 220 Agriculture Marketing & Sales	4
Elective	3		
THIRD QUARTER			
AGR 104 Animal Science	5	AGR 201 Agriculture Chemicals	4
AGR 107 Agriculture Machinery	5	AGR 202 Plant Identification and Use	4
AGR 105 Agriculture Records & Accounts	4	AGR 204 General Poultry Science	4
Elective	3	AGR 221 Agribusiness Awareness	2
FOURTH QUARTER			
FIFTH QUARTER			
SIXTH QUARTER			

BUSINESS ADMINISTRATION (T-018)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to provide the student with a broad background in the major areas of business. Prime emphasis is given to the many phases of administrative office work encountered in the average business. This curriculum is designed to give the student the option of specializing in Marketing and Retailing or in Business Management in the sophomore year.

The Business Administration curriculum prepares the student to enter business in the areas of marketing, retailing, and management at the following levels depending on the student's experience, attitudes, and proficiency: sales representative trainee, customer service representative trainee, retail store manager trainee, administrative assistant trainee, assistant office manager, bank trainee, credit analyst trainee, assistant personnel manager, insurance adjuster trainee, credit investigator.

CURRICULUM

Core Courses	59	English and Speech:	
<i>English and Speech</i>	12	English 101, 102, 103	9
Major Requirements	31	Speech 251	3
Electives	6		
Total	108	Major Requirements for Marketing-Retailing:	
		BUS 228 Consumer Finance	3
Core Courses:		BUS 225 Principles of Marketing	5
Accounting Principles	12	BUS 229 Business Finance	3
Business Communications	3	BUS 240 Advertising	3
Business Law	6	BUS 237 Retailing	3
Business Management	5	BUS 223 Principles of Selling	3
Business Math	4	BUS 239 Buying and Merchandising	3
Intro. to Business	5	BUS 131 Industrial Marketing	5
Intro. to Data Processing	4	BUS 134 Principles of Supervision	3
Machine Calculations	4		
Personal Development	3		
Typewriting (waived for 30 wpm)	3		
Economics	10		

MARKETING AND RETAILING

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		FOURTH QUARTER	
ENG 101 Grammar I	3	ECO 251 Macroeconomics	5
BUS 161 Accounting	4	BUS 150 Business Law	3
BUS 152 Intro. to Business	5	BUS 224 Business Management	5
BUS 123 Business Mathematics	4	BUS 228 Consumer Finance	3
Elective	3	Elective	3
SECOND QUARTER		FIFTH QUARTER	
ENG 102 Composition	3	BUS 225 Principles of Marketing	5
BUS 162 Accounting	4	ECO 252 Microeconomics	5
EDP 151 Intro. to Data Processing	4	BUS 151 Business Law	3
BUS 120 Machine Calculations	4	BUS 229 Business Finance	3
BUS 136 Personal Development	3	BUS 240 Advertising	3
THIRD QUARTER		SIXTH QUARTER	
ENG 103 Technical Writing	3	BUS 237 Retailing	3
BUS 163 Accounting	4	BUS 223 Principles of Selling	3
SPH 251 Speech	3	BUS 239 Buying and Merchandising	3
BUS 220 Business Communications	3	BUS 134 Principles of Supervision	3
BUS 153 Typewriting (waived for 30 wpm)	3	BUS 131 Industrial Marketing	5

Major Requirements for Business Management:

BUS 226 Office Management	5
BUS 234 Personnel Management	3
BUS 225 Principles of Marketing	5
BUS 238 Business Insurance	5
BUS 246 Taxes	4
BUS 228 Consumer Finance	3
BUS 229 Business Finance	3
BUS 134 Principles of Supervision	3

BUSINESS MANAGEMENT

<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>
FIRST QUARTER			FOURTH QUARTER		
ENG 101 Grammar I	3		ECO 251 Macroeconomics	5	
BUS 161 Accounting	4		BUS 150 Business Law	3	
BUS 152 Intro. to Business	5		BUS 224 Business Management	5	
BUS 123 Business Mathematics	4		BUS 228 Consumer Finance	3	
Elective	3		BUS 234 Personnel Management	3	
SECOND QUARTER			FIFTH QUARTER		
ENG 102 Composition	3		ECO 252 Microeconomics	5	
BUS 162 Accounting	4		BUS 151 Business Law	3	
EDP 151 Intro. to Data Processing	4		BUS 225 Principles of Marketing	5	
BUS 120 Machine Calculations	4		BUS 229 Business Finance	3	
BUS 136 Personal Development	3		Elective	3	
THIRD QUARTER			SIXTH QUARTER		
ENG 103 Technical Writing	3		BUS 226 Office Management	5	
BUS 163 Accounting	4		BUS 134 Principles of Supervision	3	
SPH 251 Speech	3		BUS 238 Business Insurance	5	
BUS 220 Business Communications	3		BUS 246 Taxes	4	
BUS 153 Typewriting (waived for 30 wpm)	3				

CRIMINAL JUSTICE — PROTECTIVE SERVICE TECHNOLOGY (T-129)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Criminal Justice-Protective Service Technology is a program that covers law enforcement, security services, and correction. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
FIRST QUARTER		THIRD QUARTER	
ENG 101 Grammar I	3	POL 261 State/Local Government	5
BUS 123 Business Math	4	CJC 125 Criminal Procedure	5
CJC 101 Intro. to Criminal Justice	5	CJC 110 Juvenile Delinquency	5
PSY 151 Intro. to Psychology	5	ENG 103 Technical Writing	3

SECOND QUARTER

ENG 102 Composition	3
POL 251 American National Government	5
CJC 102 Criminology	5
CJC 115 Criminal Law	3
HEA 251 First Aid	3

LAW ENFORCEMENT

FOURTH QUARTER

SPH 251 Public Speaking	3
CJC 205 Criminal Evidence	5
CJC 206 Community Relations	3
CJC 216 Advanced Criminal Law	3
CJC 210 Criminal Investigation	5

FIFTH QUARTER

CJC 211 Criminalistics I	5
CJC 202 Traffic Enforcement	5
CJC 217 Patrol Procedures	3
CJC 203 Corrections	3
SOC 271 Social Problems	3

SIXTH QUARTER

CJC 212 Criminalistics II	5
CJC 220 Police Organization & Administration	5
Elective	6

CORRECTIONS

FOURTH QUARTER

SPH 251	Public Speaking	3
PSY 264	Abnormal Psychology	5
CJC 224	Rehabilitation	3
CJC 206	Community Relations	3
SOC 151	Intro. to Sociology	5

FIFTH QUARTER

CJC 203	Corrections	3
PSY 203	Adolescent Psychology	3
CJC 230	Counseling	3
CJC 234	Community-Based Corrections	3
CJC 221	Correction Administration	3
SOC 271	Social Problems	3

SIXTH QUARTER

CJC 223	Correction Counseling	4
CJC 204	Paroles, Probation & Pardons	3
CJC 201	N. C. Juvenile Detention and Corrections	3
CJC 207	Confinement Facility Administration	3
SOC 272	Social Problems	3
CJC 209	Correction Law	3

SECURITY SERVICES

FOURTH QUARTER

SPH 251	Public Speaking	3
PSY 264	Abnormal Psychology	5
CJC 206	Community Relations	3
CJC 216	Advanced Criminal Law	3
CJC 241	Property Control Electives	3

FIFTH QUARTER

CJC 240	Security Systems	5
CJC 242	Common Carrier Protection	3
CJC 243	Industrial Accident Investigation and Reporting	3
CJC 244	Civil & Criminal Legal Responsibility	3
SOC 271	Social Problems	3

SIXTH QUARTER

CJC 245	Electronic Detection & Polygraph	5
CJC 246	Security Investigation	3
CJC 247	Retail Security	3
CJC 248	Fire Prevention and Security	3
CJC 249	Surveillance Techniques	3

ELECTRONIC DATA PROCESSING (T-022)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronic Data Processing curriculum is designed to prepare the student for employment in a number of occupational specialties required by a large computer system and at the same time provide a theoretical foundation sufficient for advancement in the data processing profession.

The graduate of the Electronic Data Processing curriculum may be employed by a business using a large computer system as a data entry operator, computer operator, programmer, systems analyst, and supervisor trainee.

CURRICULUM

Core Courses	55
<i>English and Speech</i>	12
Major Requirements	43
Total	110

<i>English and Speech:</i>	
English 101, 102, 103	9
Speech 251	3

Core Courses:

Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

<i>Major Requirements:</i>	
EDP 101 Logic and Decision Making	3
EDP 104 Advanced COBOL	4
EDP 102 COBOL	4
EDP 201 RPG II	4
EDP 203 Systems	4
EDP 202 Advanced RPG II	4
EDP 204 Advanced Systems Analysis	4
EDP 205 Final Project	5
BUS 244 Cost Accounting	4
BUS 246 Taxes	4
EDP 103 Computer Operations	3

Course Title

**Qtr. Hrs.
Credit**

**Qtr. Hrs.
Credit**

FIRST QUARTER

ENG 101	Grammar I	3
BUS 161	Accounting Principles	4
EDP 151	Intro. to Data Processing	4
BUS 123	Business Math	4
BUS 153	Typewriting (waived for 30 WPM) or elective	3

Course Title

FOURTH QUARTER

BUS 244	Cost Accounting	4
EDP 201	RPG II	4
BUS 224	Business Management	5
BUS 150	Business Law	3
EDP 203	Systems Analysis and Design	4

SECOND QUARTER

ENG 102	Composition	3
BUS 162	Accounting Principles	4
EDP 101	Logic and Decision Making	3
ECP 102	COBOL	4
BUS 152	Intro. to Business	5

FIFTH QUARTER

EDP 202	Advanced RPG II	4
BUS 151	Business Law	3
EDP 204	Advanced Systems Analysis and Design	4
ECO 251	Macroeconomics	5
BUS 136	Personal Development	3

THIRD QUARTER

ENG 103	Technical Writing	3
BUS 163	Accounting Principles	4
EDP 104	Advanced COBOL	4
EDP 103	Computer Operations	3
BUS 220	Business Communications	3

SIXTH QUARTER

EDP 205	Final Project	5
SPH 251	Speech	3
BUS 246	Taxes	4
ECO 252	Microeconomics	5

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronics Technology curriculum provides a basic background in practical applications of electronics and in electronics-related theory. Courses are designed to present content in an order that will provide the student with progressive levels of job-related skills and knowledge. The curriculum is designed with the career ladder concept whereby students may attend four quarters and receive a diploma in Radio & TV Servicing or continue the program for a total of seven quarters and receive the Associate in Applied Science Degree. Courses are sequentially structured to proceed from a qualitative approach with basic concepts to a quantitative approach with advanced electronic systems. The curriculum is designed to develop competent electronics technicians who may serve as an assistant to an engineer, or as a liaison between the engineer and skilled craftsman.

The electronics technician may be employed in one or more of the following areas: research, design, development, production, maintenance, or sales. He may be an assistant to an engineer, a laboratory technician, supervisor, customer service representative, or equipment specialist.

CURRICULUM

(Diploma)

Course Title	Qtr. Hrs.	Credit	Course Title	Qtr. Hrs.	Credit
FIRST QUARTER					
ENG 101 Grammar I	3		ENG 103 Report Writing	3	
MAT 121 Technical Mathematics I	5		MAT 123 Technical Mathematics III	5	
DFT 113 Electronic Drafting	5		ELC 211 Electrical Machines I	4	
ELC 112 Electrical Fundamentals I	8		ELN 122 Electronics II	8	
SECOND QUARTER					
ENG 102 Composition	3		<i>Option 1</i>		
MAT 122 Technical Mathematics II	5		ELN 104 Radio and Television	8	
ELC 113 Electrical Fundamentals II	6		ELN 202 Electronic Communications		
ELN 121 Electronics I	5		Systems	7	
THIRD QUARTER					
FOURTH QUARTER—SUMMER QUARTER*					
<i>Option 1</i>					
ELC 208 Industrial Wiring					
ELC 214 Industrial Electrical Control					
Systems					
<i>Option 2</i>					
ELC 208 Industrial Wiring					
ELC 214 Industrial Electrical Control					
Systems					
FIFTH QUARTER					
SPH 251 Public Speaking	3		SEVENTH QUARTER		
PHY 271 General Physics I	4		— — Social Science Elective	3	
ELN 219 Digital Fundamentals	5		PHY 273 General Physics III	4	
ELN 208 Industrial Electronics	6		ELN 220 Electronic Systems	6	
SIXTH QUARTER			ELN 246 Electronics Design Project	4	
— — Social Science Elective	3				
PHY 272 General Physics II	4				
ELC 222 Solid State Controls	4				
ELN 203 Microprocessors	6				

*Summer Quarter—With sufficient enrollment:

1. Attend summer quarter, complete option one and graduate with a Diploma in Radio & TV Servicing.
2. Attend summer quarter and complete either option one or option two. Students will then continue into second year studies for the Associate in Applied Science Degree.

EXECUTIVE SECRETARY (T-030)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Executive Secretary curriculum is designed to prepare students to assume responsible positions in the secretarial profession.

The graduate of the Executive Secretary curriculum may be employed in a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

Executive secretaries are expected to possess high-level skills, which include the ability to perform the following tasks: type, take dictation, transcribe from shorthand notes and from dictating machines, compose communications, handle telephone calls, greet visitors, plan and organize the work of employers as well as their own work, supervise office workers, conduct research, arrange meetings, take minutes, arrange for travel, keep office records, set up and maintain files, process mail, maintain inventory of supplies, place orders, use equipment, etc.

CURRICULUM

Core Courses	40	English and Speech:	
<i>English and Speech</i>	12	English 101, 102, 103	9
Major Requirements	52	Speech 251	3
Electives	4		
Total	108		
Core Courses:		Major Requirements:	
Accounting Principles	8	BUS 154, 155, 201, 202, 203	15
Office Management	5	Typewriting	
Business Law	6	BUS 156, 157, 158, 211, 212, 213	24
Intro. to Data Processing	4	Shorthand	
Business Math	4	BUS 221, 222 Office Procedures	6
Machine Calculations	4	BUS 122 Filing	3
Typewriting	3	BUS 121 Machine Transcription	4
Personal Development	3		
Business Communications	3		
Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		FOURTH QUARTER	
ENG 101 Grammar I	3	BUS 201 Typewriting	3
BUS 153 Typewriting	3	BUS 211 Shorthand Dictation and	4
BUS 156 Shorthand	4	Transcription	
BUS 122 Filing	3	BUS 150 Business Law	3
BUS 123 Business Math	4	BUS 161 Principles of Accounting	4
		BUS 120 Machine Calculations	4
SECOND QUARTER		FIFTH QUARTER	
ENG 102 Composition	3	BUS 162 Principles of Accounting	4
BUS 154 Typewriting	3	BUS 202 Typewriting	3
BUS 157 Shorthand	4	BUS 212 Shorthand Dictation and Transc.	4
BUS 221 Office Procedures	3	BUS 151 Business Law	3
EDP 151 Intro. to Data Processing	4	BUS 121 Machine Transcription	4
Elective	1		
THIRD QUARTER		SIXTH QUARTER	
ENG 103 Technical Writing	3	BUS 220 Business Communications	3
BUS 158 Shorthand	4	BUS 203 Typewriting	3
BUS 155 Typewriting	3	BUS 213 Shorthand Dictation and Transc.	4
SPH 251 Speech	3	BUS 226 Office Management	5
BUS 222 Office Procedures	3	BUS 136 Personal Development	3
Elective	3		

FOOD SERVICE MANAGEMENT (T-074)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Food Service Management curriculum is designed for the training of students in the art and science of quantity food preparation with particular emphasis on institutional food service. In addition to food preparation skills, the student will develop an understanding of food and equipment purchasing, financial control, record keeping, basic nutrition, menu planning, and supervision.

There are three curricular options in the Food Service Management program. The career ladder concept offers students three levels of preparation. The thirty-seven quarter hour certificate program includes only specialized courses. The sixty-seven quarter hour diploma program offers broader preparation through additional required courses and electives. The two-year Associate Degree program gives additional depth and breadth in the various facets of food service management. Options are so designed that students may move from the most basic level to the highest level without loss of credit. The program is designed for persons seeking entry into food service careers as well as for those currently employed in the field.

CURRICULUM

(Technical Specialty Certificate)

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		SIXTH QUARTER	
FSO 101 Orientation to Food Service	3	FSO 103 Equipment	3
		FSO 210 Controlled Work Experience	1
SECOND QUARTER		SEVENTH QUARTER	
FSO 133 Nutrition and Meal Planning	5	FSO 104 Sanitation and Safety	3
		FSO 211 Controlled Work Experience	1
THIRD QUARTER		EIGHTH QUARTER	
FSO 130 Quantity Food Production I	5	FSO 211 Seminar	3
		FSO 212 Controlled Work Experience	1
FOURTH QUARTER		NINTH QUARTER	
FSO 131 Quantity Food Production II	4	FSO 203 Organization and Management	3
		FSO 213 Controlled Work Experience	1
FIFTH QUARTER			
FSO 132 Quantity Food Production III	4		

(Technical Specialty Diploma)

FIRST QUARTER		SIXTH QUARTER	
FSO 101 Orientation to Food Service	3	FSO 103 Equipment	3
ENG 101 Grammar I	3	FSO 210 Controlled Work Experience	1
		Restricted Elective	3
SECOND QUARTER		SEVENTH QUARTER	
FSO 133 Nutrition and Meal Planning	5	FSO 104 Sanitation and Safety	3
ENG 102 Composition	3	FSO 211 Controlled Work Experience	1
		Restricted Elective	3
THIRD QUARTER		EIGHTH QUARTER	
FSO 130 Quantity Food Production I	5	FSO 214 Seminar	3
ENG 103 Technical Writing	3	FSO 212 Controlled Work Experience	1
		Restricted Elective	4
FOURTH QUARTER		NINTH QUARTER	
FSO 131 Quantity Food Production II	4	FSO 203 Organization and Management	3
BUS 123 Business Mathematics	4	FSO 213 Controlled Work Experience	1
		Restricted Elective	4
FIFTH QUARTER			
FSO 132 Quantity Food Production III	4		
PSY 201 Applied Psychology	3		

(Associate in Applied Science Degree)

FIRST QUARTER

FSO 101	Orientation to Food Service	3
ENG 101	Grammar I	3
BUS 124	Record Keeping	3

SIXTH QUARTER

FSO 103	Equipment	3
FSO 210	Controlled Work Experience	1
	Restricted Elective	4
FSO 207	Food Merchandising	3

SECOND QUARTER

FSO 133	Nutrition and Meal Planning	5
ENG 102	Composition	3
FSO 106	Financial Management	3

SEVENTH QUARTER

FSO 104	Sanitation and Safety	3
FSO 211	Controlled Work Experience	1
	Restricted Elective	4
FSO 201	Equipment II	3

THIRD QUARTER

FSO 130	Quantity Food Production I	5
ENG 103	Technical Writing	3
BUS 134	Principles of Supervision	3

EIGHTH QUARTER

FSO 214	Seminar	3
FSO 212	Controlled Work Experience	1
	Restricted Elective	4
FSO 209	Table Preparation & Service	4

FOURTH QUARTER

FSO 131	Quantity Food Production II	4
BUS 123	Business Mathematics	4
SPH 251	Public Speaking	3

NINTH QUARTER

FSO 203	Organization & Management	3
	Restricted Electives	4
	Free Electives	3

FIFTH QUARTER

FSO 132	Quantity Food Production III	4
PSY 201	Applied Psychology	3
FSO 204	Food Purchasing & Cost Control	3

GENERAL OFFICE TECHNOLOGY (T-033)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The General Office Technology curriculum is designed to prepare students in the basic skills necessary for initial office work of a general nature. The students should also develop an understanding of office organization and office routines which will enable them to adapt to the diversified opportunities available in office employment.

A graduate of the General Office Technology curriculum may be employed in a variety of office positions such as clerk-typists, file clerks, mail clerks, receptionists, and machine transcribers.

CURRICULUM

Core Courses	53	English and Speech:	
<i>English and Speech</i>	12	<i>English 101, 102, 103</i>	9
<i>Major Requirement</i>	37	<i>Speech 251</i>	3
<i>Electives</i>	6		
Total	108	Major Requirements:	
		<i>Office Procedures</i>	6
		<i>Machine Transcription</i>	4
		<i>Filing</i>	3
		<i>Typewriting</i>	15
		<i>Office Management</i>	5
		<i>Taxes</i>	4

Core Courses:			
Accounting	8		
Intro. to Business	5		
Business Law	6		
Intro. to Data Processing	4		
Business Math	4		
Machine Calculations	4		
Typewriting	3		
Personal Development	3		
Business Communications	3		
Principles of Supervision	3		
Economics	10		

<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>
			FOURTH QUARTER		
ENG 101 Grammar I	3		BUS 201 Typewriting	3	
BUS 153 Typewriting	3		BUS 161 Accounting Principles	4	
BUS 122 Filing	3		BUS 150 Business Law	3	
BUS 123 Business Mathematics	4		BUS 152 Intro. to Business	5	
Elective	3		ECO 251 Macroeconomics	5	
SECOND QUARTER					
ENG 102 Composition	3		BUS 202 Typewriting	3	
BUS 154 Typewriting	3		ECO 252 Microeconomics	5	
BUS 221 Office Procedures	3		BUS 151 Business Law	3	
BUS 120 Machine Calculations	4		BUS 162 Accounting Principles	4	
EDP 151 Intro. to Data Processing	4		BUS 121 Machine Transcription	4	
THIRD QUARTER					
ENG 103 Technical Writing	3		BUS 203 Typewriting	3	
BUS 155 Typewriting	3		BUS 220 Business Communications	3	
BUS 136 Personal Development	3		BUS 246 Taxes	4	
BUS 222 Office Procedures	3		BUS 134 Principles of Supervision	3	
SPH 251 Speech	3		BUS 226 Office Management	5	
Elective	3				
SIXTH QUARTER					

INDUSTRIAL MANAGEMENT (T-049)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to prepare the student for supervisory and management training responsibilities in industry. The student should acquire human relations and communication skills as well as an understanding of proper production methods.

The graduate of the Industrial Management curriculum may be employed by a variety of manufacturing businesses either in a supervisory or management training program.

CURRICULUM

Core Courses	47
<i>English and Speech</i>	12
Major Requirements	43
Electives	6
Total	108

Core Courses:

Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Machine Calculations	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10
Consumer Finance	3

<i>English and Speech:</i>	
English 101, 102, 103	9
Speech 251	3

Major Requirements:

BUS 130 Principles of Ind. Management	5
BUS 135 Work Measurement	5
BUS 133 Industrial Safety	5
BUS 134 Principles of Supervision	3
BUS 234 Personnel Management	3
BUS 235 Production Planning	5
BUS 232 Labor Economics & Relations	5
BUS 230 Quality Control	4
BUS 233 Foremanship Supervision	3
BUS 225 Principles of Marketing	5

Course Title

Qtr. Hrs. Credit

Course Title

Qtr. Hrs. Credit

FIRST QUARTER

ENG 101	Grammar I	3
BUS 123	Business Mathematics	4
BUS 152	Intro. to Business	5
ECO 251	Macroeconomics	5
BUS 150	Business Law	3

FOURTH QUARTER

BUS 233	Foremanship Supervision	3
BUS 234	Personnel Management	3
BUS 224	Business Management	5
BUS 235	Production Planning	5
BUS 228	Consumer Finance	3

SECOND QUARTER

ENG 102	Composition	3
ECO 252	Microeconomics	5
BUS 151	Business Law	3
BUS 130	Principles of Industrial Management	5

FIFTH QUARTER

EDP 151	Intro. to Data Processing	4
BUS 120	Machine Calculations	4
BUS 133	Industrial Safety	5
BUS 136	Personal Development	3
BUS 225	Principles of Marketing	5

THIRD QUARTER

ENG 103	Technical Writing	3
BUS 135	Work Measurement	5
BUS 134	Principles of Supervision	3
BUS 153	Typewriting (waived for 30 wpm)	3
	Elective	3

SIXTH QUARTER

BUS 230	Quality Control	4
SPH 251	Speech	3
BUS 232	Labor Economics & Relations	5
	Electives	3

NURSING EDUCATION OPTIONS (T-116)

ASSOCIATE IN APPLIED SCIENCE DEGREE

(Proposed for fall, 1982)

Mitchell Community College's Nursing Education Options program allows the students to become licensed practical nurses or registered nurses. Students who complete the first four quarters of the program are eligible to take the practical nurse licensing examination given by the North Carolina Board of Nursing. Students who complete seven and one-half (7½) quarters of the curriculum receive an Associate in Applied Science Degree and are eligible to take the registered nurse licensing examination given by the North Carolina Board of Nursing. Licensed Practical Nurses receive partial to full credit for courses taken in an LPN program accredited by the State Board of Nursing. Credit for courses in which a grade of "C" or better has been achieved will be given on the basis of equality of hours and similarity of content.

Students in both years will rotate through selected hospitals and other health care facilities for clinical experience. The clinical rotation will include the scheduling of day, evening and night hours. Each student is responsible for his own transportation to each clinical facility.

Job opportunities are not limited. Graduates at both levels may secure employment in hospitals, clinics, physician's offices, nursing and convalescent homes, and private duty. They are also eligible to take the Federal Civil Service Exam which entitles them to seek employment in government hospitals.

CURRICULUM

(Level I)

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
CHM 164 Physiological Chemistry	4	BIO 254 Anatomy and Physiology III	4
NUR 102 Nutrition	3	ENG 151 English Composition I	3
BIO 252 Anatomy and Physiology I	4	NUR 107 Group B	
NUR 101 Fundamentals of Nursing	9	Maternal-Child Nursing I or	12
		NUR 105 Group A	
		Medical-Surgical Nursing II	12
SECOND QUARTER		FOURTH QUARTER	
BIO 253 Anatomy and Physiology II	4	BIO 251 Microbiology	4
NUR 103 Pharmacology	2	NUR 109 Vocation Adjustments (PNs only)	2
NUR 104 Medical-Surgical Nursing I	10	NUR 107 Group A	
PSY 151 Introduction to Psychology	5	Maternal-Child Nursing I or	12
		NUR 105 Group B	
		Medical-Surgical Nursing II	12

LPN—78 credit hours.

RN Option—76 credit hours.

(Level II)

FIFTH QUARTER		SEVENTH QUARTER	
ENG 152 English Composition II	3	NUR 202 Nursing Seminar	2
SOC 151 Introduction to Sociology	5	NUR 201 Psychiatric Nursing	13
NUR 108 Group A			
Maternal-Child Nursing II or	11		
NUR 106 Group B			
Medical-Surgical Nursing III	11		
SIXTH QUARTER		EIGHTH QUARTER	
ENG 153 English Composition III	3	NUR 203 Nursing Leadership	6
PSY 262 Abnormal Psychology	5	Total Level II	58
NUR 108 Group B		Total Level I & II	136
Maternal-Child Nursing II or	11		
NUR 106 Group A			
Medical-Surgical Nursing III	11		

TEACHER ASSOCIATE (T-088)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who successfully complete this program should be able to find employment in a public school as a teacher's aide. The program is so designed that they should have no difficulty transferring to a senior institution to complete the bachelor's degree if they choose.

CURRICULUM

COURSE TITLE			QTR. HRS.	CREDIT	COURSE TITLE			QTR. HRS.	CREDIT
FIRST QUARTER					FOURTH QUARTER				
ENG 151	Composition I		3		MAT 151	Fundamentals of Mathematics		5	
SOC 151	Intro. to Sociology		5		HIS 161	N. C. History		5	
HIS 151 or 251	History — Civilization U. S. History		5		PSY 261	Ed. Psychology		5	
RDG 151	Reading		3		EDU 101	Teacher's Aide Internship		1	
	Elective		3						
SECOND QUARTER					FIFTH QUARTER				
ENG 152	Composition II		3		ART 180	Art Appreciation		5	
HIS 152 or 252	History — Civilization U. S. History		5		BUS 120	Office Machines		4	
EDU 100	Inst. Media		5		MUS 285	Music Appreciation		3	
ENG 150	Resource Materials		1		HEA 253	Community Health		3	
PSY 151	Intro. to Psychology		5		EDU 102	Teacher's Aide Internship		1	
THIRD QUARTER					SIXTH QUARTER				
ENG 153	Composition III		3		SOC 271 or 272	Soc. Problems		3	
EDU 261	Intro. to Education		3		SOC 261	Marriage & The Family		5	
BUS 153	Typewriting		3		EDU 103	Teacher's Aide Internship		1	
SPH 251	Public Speaking		3			Elective		3	
HEA 251	First Aid		3						
	Elective		3						

VETERAN FARMER TRAINING PROGRAM (T-017)

The Iredell County Veteran Farmer Training Program is designed to give the student an opportunity to continue farming and at the same time learn more about this farming program. Courses will fit the needs of students and be offered concurrently with students' farming programs. Classes are generally held two times each week from 5 to 9 p.m. Only those students who are engaged in suitable agricultural employment will be eligible to enroll. If a student fails to continue to meet the agricultural employment requirements of the Veterans Administration, his eligibility will be terminated.

Objectives of Veteran Farmer Training Program:

1. To train veterans qualifying for educational assistance to go into the business of farming.
2. To develop managerial abilities necessary for efficiency in farming.
3. To aid the veteran to further develop an awareness of his responsibility as a citizen in the community.

CURRICULUM

(Three-Year Specialist Certificate in Agricultural Mechanization)

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
FIRST QUARTER		SEVENTH QUARTER	
AGR 104 Animal Science	5	AGR 201 Agricultural Chemicals I	4
AGR 120 Farm Welding I	3	AGR 124 Farm Tractor Mechanics II	4
SECOND QUARTER		EIGHTH QUARTER	
AGR 125 Farm Construction I	6	AGR 110 Farm Business Management	5
		AGR 210 Farm Electrification I	3
THIRD QUARTER		NINTH QUARTER	
AGR 102 Plant Science	5	AGR 212 Dairy and Beef Production	5
AGR 121 Farm Welding II	3	AGR 211 Farm Electrification II	3
FOURTH QUARTER		TENTH QUARTER	
AGR 216 Animal Nutrition	4	AGR 127 Farm Construction III	6
AGR 122 Small Gasoline Engines	4		
FIFTH QUARTER		ELEVENTH QUARTER	
AGR 109 Soil Science & Fertilizers	4	AGR 208 Livestock Diseases & Parasites	4
AGR 123 Farm Tractor Mechanics I	4	AGR 106 Field Crops	4
SIXTH QUARTER		TWELFTH QUARTER	
AGR 126 Farm Construction II	6	AGR 103 General Horticulture	4
		AGR 204 General Poultry Science	4
(Program Extension)			
THIRTEENTH QUARTER		FIFTEENTH QUARTER	
AGR 202 Plant Identification and Use	4	AGR 206 Plumbing	4
AGR 203 Agriculture Mathematics	5	AGR 207 Agricultural Chemicals II	4
FOURTEENTH QUARTER			
AGR 205 Woodworking	6		

(Associate in Applied Science Degree)

To qualify for an Associate in Applied Science Degree in Agricultural Mechanization a student must complete the above plus a minimum of 18 quarter hours from the following courses. The selection must include English 101, 102 and either English 103 or Speech 251.

	Qt. Hrs. Credit
ENG 101 Grammar I	3
ENG 102 Composition	3
ENG 103 Technical Writing	3
SPH 251 Public Speaking	3
BUS 123 Business Math	4
ECO 251 Economics	5
BUS 229 Business Finance	3
Social Science Elective	3

VOCATIONAL PROGRAMS

AIR CONDITIONING AND REFRIGERATION (V-024)

DIPLOMA PROGRAM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems; observes pressure and adjusts controls to insure proper operation.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
AHR 1121 Principles of Refrigeration	7	AHR 1123 Principles of Air Conditioning	6
MAT 1101 Essentials of Mathematics	5	AHR 1113 Automatic Controls III	2
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
AHR 1111 Introduction to Automatic Controls I	5	AHR 1102 Steam and Hot Water Heating and Cooling Systems I	3
		BUS 123 Business Mathematics	4
SECOND QUARTER		FOURTH QUARTER	
AHR 1122 Domestic & Commercial Refrigeration	5	AHR 1124 Air Conditioning, Heating, & Refrigeration Servicing	5
AHR 1112 Automatic Controls II	3	AHR 1103 Steam and Hot Water Heating and Cooling Systems II	2
AHR 1115 Fundamentals of Heating	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	AHR 1126 All Year Comfort Systems	5
DFT 1110 Blueprint Reading: Building Trades	2		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
AHR 1001 Principles of Refrigeration	6	AHR 1003 Essentials of Air Conditioning	6
SECOND QUARTER		FOURTH QUARTER	
AHR 1002 Domestic & Commercial Refrig.	6	AHR 1004 Air Cond. & Refrig. Servicing	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTO BODY REPAIR (V-001)

DIPLOMA PROGRAM

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the student's time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts, instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
AUT 1111 Auto Body Repair	8	AUT 1113 Metal Finishing and Painting	8
MAT 1101 Essentials of Mathematics	5	PSY 1101 Human Relations	3
RDG 1101 Vocational Reading Improvement	3	MEC 1110 Machine Processes	3
WLD 110 Basic Arc and Gas Welding	2	AHR 1101 Auto Air Conditioning	3
		PHY 1101 Applied Science	4
SECOND QUARTER		FOURTH QUARTER	
AUT 1112 Auto Body Repair	8	AUT 1114 Body Shop Applications	6
WLD 110 Basic Gas Welding	2	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	PHY 1102 Applied Science	4
MAT 1102 Algebra	5	AUT 1117 Frame Straightening and Alignment	6
AUT 1116 Basic Plastic Repairing	3		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
AUT 1001 Auto Body Repair I (Body shop applications, basic auto welding)	6	AUT 1003 Auto Body Repair III (Metal refinishing, vinyl top repair)	6
SECOND QUARTER		FOURTH QUARTER	
AUT 1002 Auto Body Repair II (Metal repair, frame straightening, glass replacement)	6	*AUT 1004 Auto Body Repair IV (Basic math, estimates, advanced painting)	6

*Requires prerequisite of previous quarters.

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTOMOTIVE MECHANICS (V-003)

DIPLOMA PROGRAM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical work using components mounted on stands and operational vehicles. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually such specialists have had "all-round" training in general automotive repair.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
PME 1101 Internal Combustion Engines	3	PME 1113 Automotive Braking Systems	4
PME 1102 Engine Servicing	4	PME 1115 Steering & Suspension System	4
MAT 1101 Essentials of Mathematics	5	AHR 1101 Automotive Air Conditioning	3
WLD 1102 Basic Arc & Gas Welding	2	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1110 Machine Processes	3
RDG 1101 Vocational Reading Improvement	3		
SECOND QUARTER		FOURTH QUARTER	
PME 1107 Automotive Charging Systems	3	PME 1116 Front End Alignment Wheel Balance	3
PME 1108 Automotive Ignition & Wiring	4	PME 1120 Automotive Fuel Systems	3
PME 1110 Emission Controls	3	PME 1124 Automotive Power Trains	3
ENG 1102 Communication Skills	3	BUS 1103 Small Business Operations	3
MAT 1102 Algebra	5	MEC 1111 Machine Processes	3
PHY 1102 Applied Science	4		
(Fifth Quarter proposed to begin fall, 1983)			
FIFTH QUARTER		SEVENTH QUARTER	
PME 1223 Automotive Transmissions	5	PME 1226 Automotive Servicing II	5
DSE 1140 Automotive Diesel	5	AHR 1102 Advanced Air Conditioning	2
PME 1221 Advanced Electrical Systems	4	PME 1227 Advanced Fuel Systems	4
		MEC 1140 Hydraulics — Fundamentals	3
SIXTH QUARTER			
PME 1225 Automotive Servicing I	5		
PME 1224 Advanced Automatic Transmissions	4		
PME 1231 Diagnostic Tune-Up	3		

A diploma may be awarded for the successful completion of a *Four-Quarter Program*.

An advanced diploma may be awarded for the successful completion of a *Seven-Quarter Program*. The advanced diploma program will be offered only upon demand, and with sufficient enrollment.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER

PME 1001 Internal Combustion Engine

6

THIRD QUARTER

PME 1003 Brakes, Chassis, Suspension
Systems, & Automotive Air
Conditioning

6

SECOND QUARTER

PME 1002 Engine Electrical & Fuel Systems 6

FOURTH QUARTER

PME 1004 Automotive Power Train Systems 6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.



CARPENTRY (V-007)

DIPLOMA PROGRAM

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designed according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter and finish carpenter.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
MAT 1101 Essentials of Mathematics	5	CAR 1113 Carpentry: Estimating	4
CAR 1101 Carpentry	9	CAR 1103 Carpentry: Finishing	10
SECOND QUARTER		FOURTH QUARTER	
ENG 1102 Communication Skills	3	CAR 1114 Building Codes	4
MAT 1102 Algebra	5	BUS 1103 Small Business Operations	3
DFT 1110 Blueprint Reading & Building Trades	2	CAR 1104 Carpentry: Millwork & Cabinetmaking	10
CAR 1102 Carpentry: Framing	10		

EVENING CERTIFICATE PROGRAM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
CAR 1001 Intro. to Carpentry and Woodworking	6	CAR 1003 Practical Finishing & Woodworking	6
SECOND QUARTER		FOURTH QUARTER	
CAR 1002 Framing & Wood Technology	6	CAR 1004 Practical Cabinetmaking, Millwork and Fixtures	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

DRAFTING — MECHANICAL (V-017)

DIPLOMA PROGRAM

This curriculum is designed to prepare students to enter the field of drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations or construction drafting.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel — administrative, architects, engineers, skilled workmen — and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Draftsmen prepare clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions; make final sketches of the proposed drawing, checking dimensions of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Make any adjustments or changes necessary or desired. Ink in lines and letters on pencil drawings as required. Exercise manual skill in the manipulation of triangle, T-square, and other drafting tools. Lay tracing paper on drawing and traces drawing in pencil or ink. Make charts for representation of statistical data. Make finished designs from sketches. Utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
DFT 1121 Drafting I	7	DFT 1131 Mechanical Drafting I	6
MAT 1101 Essentials of Mathematics	5	MAT 1103 Trigonometry	3
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1110 Machine Processes	3
WLD 1102 Basic Welding (Arc)	2	DFT 1123 Design Drafting I	2
SECOND QUARTER		FOURTH QUARTER	
DFT 1122 Drafting II	6	DFT 1132 Mechanical Drafting II	6
DFT 1125 Descriptive Geometry	3	MEC 1111 Machine Processes	3
MAT 1102 Algebra	5	MEC 1115 Physical Metallurgy	4
ENG 1102 Communication Skills	3	DFT 1124 Design Drafting II	2
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
DFT 1001 Drafting I	6	DFT 1003 Drafting III	6
SECOND QUARTER		FOURTH QUARTER	
DFT 1002 Drafting II	6	DFT 1004 Drafting IV	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

DIPLOMA PROGRAM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>
FIRST QUARTER					
RDG 1101 Vocational Reading Improvement	3		ELC 1124 Residential Wiring	8	
MAT 1115 Electrical Math	5		ELN 1118 Industrial Electronics	5	
PHY 1101 Applied Science	4		PSY 1101 Human Relations	3	
ELC 1112 Direct & Alternating Current	9		DFT 1113 Blueprint Reading: Electrical	1	
SECOND QUARTER					
ELC 1113 Alternating Current & Direct Current Machines & Controls	9		ELC 1125 Commercial & Industrial Wiring	9	
DFT 1110 Blueprint Reading: Building Trades	2		ELN 1119 Industrial Electronics	5	
ENG 1102 Communication Skills	3		BUS 1103 Small Business Operations	3	
PHY 1102 Applied Science	4				
THIRD QUARTER					
FOURTH QUARTER					

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
ELC 1001 Direct and Alternating Current	6	ELC 1003 Residential Wiring	6
SECOND QUARTER			
ELC 1002 Alternating Current & Direct Current Machines & Controls	6	ELC 1004 Commercial and Industrial Wiring	6
FOURTH QUARTER			

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ELECTRONIC SERVICING (V-042)

DIPLOMA PROGRAM

The Curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; inter-communication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

EVENING CERTIFICATE PROGRAM

<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs.</i>	<i>Credit</i>
FIRST QUARTER			THIRD QUARTER		
ELC 1001 Direct and Alternating Current	6		ELN 1003 Television Servicing	6	
SECOND QUARTER			FOURTH QUARTER		
ELN 1002 Troubleshooting Techniques	6		ELN 1004 Industrial Electronics	6	

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

GRAPHIC COMMUNICATIONS (V-022)

DIPLOMA PROGRAM

Graphic Communications is a program concerned with methods of producing the printed image. The curriculum has been prepared for a one year course of study. Students participating in this type of learning situation will be able to develop basic skills in the areas of layout and design, copy preparation and composition (typography), process and continuous tone photography, offset lithography, screen process printing and bindery operations. Also through this program the student will become aware of the occupational opportunities available in the community and the surrounding areas. Upon successful completion of this program, students should reach a level of preparation suitable for entry into the field of graphic communications. Positions are available in the printing industry for trained people in such places as commercial businesses, in-plant printing departments, newspapers, quick-copy businesses and trade shops. Present trends indicate that the future demands for qualified graphic communications technicians will be even greater as new methods and equipment are created.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs.	Credit	Course Title	Qtr. Hrs.	Credit
FIRST QUARTER					
MAT 1101 Essentials of Mathematics	5		PSY 1101 Human Relations	3	
RDG 1101 Vocational Reading Improvement	3		PRN 1127 Offset Presswork II	4	
PRN 1111 Offset Platemaking & Printing Measurements	4		PRN 1115 Photo Technology III	4	
PRN 1133 Basic Composition	4		PRN 1112 Printing Processes	4	
PRN 1113 Photo Technology I	4				
SECOND QUARTER					
ENG 1102 Communication Skills	3		BUS 1103 Small Business Operations	3	
PRN 1114 Photo Technology II	4		PRN 1124 Bindery Operations	4	
PRN 1134 Composition	4		PRN 1128 Offset Presswork III	4	
PRN 1126 Offset Presswork I	4		PRN 1136 Production Printing	6	
FOURTH QUARTER					

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

INDUSTRIAL MAINTENANCE ELECTROMECHANICAL (V-028)

DIPLOMA PROGRAM

The Industrial Maintenance Program is designed to prepare the student to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial facilities. He uses blueprints and sketches, manuals and codes, and works with hand tools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

An industrial serviceman may be required to install, maintain, and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use hand tools and metal working machines, and work with measuring and testing instruments. He operates metal working machines such as the lathe, milling machine, and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, using hand tools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

DIPLOMA CURRICULUM

<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>	<i>Course Title</i>	<i>Qtr. Hrs. Credit</i>
FIRST QUARTER		THIRD QUARTER	
DFT 1104 Blueprint Reading	2	ELN 1118 Industrial Electronics	5
ELC 1112 Direct and Alternating Current	9	DFT 1113 Blueprint Reading: Electrical	1
MAT 1115 Electrical Math	5	MEC 1140 Hydraulics — Fundamentals	3
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
PHY 1101 Applied Science	4	MEC 1140 Hydraulics — Fundamentals	3
SECOND QUARTER		FOURTH QUARTER	
ELC 1113 Alternating and Direct Current Machines and Controls		MEC 1111 Machine Processes	3
WLD 1101 Basic Gas Welding	2	MEC 1133 Machine Maintenance	7
ISC 1101 Industrial Safety	3	AHR 1110 Industrial Heating	5
ENG 1102 Communications Skills	3	PME 1124 Automotive Power Trains Systems	3
PHY 1102 Applied Science	4		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
MEC 1001 Machine Shop Theory & Practice I	6	ELC 1005 A/C, D/C Machines and Controls	6
SECOND QUARTER		FOURTH QUARTER	
WLD 1102 Arc Welding and Inert Gas Welding	6	AHR 1005 Basic Air Conditioning and Refrigeration Service & Maintenance	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

MACHINE OPERATIONS (V-032)

DIPLOMA PROGRAM

The Machine Operations curriculum is designed to give individuals the opportunity to acquire basic skills and the related technical information necessary to gain employment in the machine-tool industry. The machinist is a skilled worker who shapes metal by using tools and hand tools.

This skilled worker must be able to set up and operate the machine tools found in a modern shop. He makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. He must know the composition of metals so that he can anneal and harden tools and metal parts.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Course
FIRST QUARTER		THIRD QUARTER	
MEC 1101 Machine Shop Theory & Practice I	7	MEC 1103 Machine Shop Theory & Practice III	7
DFT 1104 Blueprint Reading	2	WLD 1101 Basic Welding	2
RDG 1101 Vocational Reading Improvement	3	PSY 1101 Human Relations	3
MAT 1101 Essentials of Mathematics	5	PHY 1101 Applied Science	4
		MEC 1140 Hydraulics — Fundamentals	3
SECOND QUARTER		FOURTH QUARTER	
MEC 1102 Machine Shop Theory & Practice II	7	MEC 1104 Machine Shop Theory & Practice IV	7
DFT 1105 Blueprint Reading—Mechanical	1	MEC 1126 Heat Treatment	4
ENG 1102 Communications Skills	3	BUS 1103 Small Business Operations	3
ISC 1101 Industrial Safety	3	PHY 1102 Applied Science	4
MAT 1102 Algebra	5		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Course
FIRST QUARTER		THIRD QUARTER	
MEC 1001 Machine Shop Theory & Practice I	6	MEC 1003 Machine Shop Theory & Practice III	6
SECOND QUARTER		FOURTH QUARTER	
MEC 1002 Machine Shop Theory & Practice II	6	MEC 1004 Machine Shop Theory & Practice IV	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

WELDING (V-050)

DIPLOMA PROGRAM

The welding program was developed to help fill the growing need for welders in North Carolina. Manpower Surveys indicate quite clearly that many welders will be needed annually to fill present and projected vacancies in North Carolina.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with opportunities for advancement. It offers employment in practically all metal working industry; shipbuilding, automotive, aircraft, railroads, construction, pipe fitting, production shop, job shop and many others.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
WLD 1118 Oxyacetylene Cutting	2	WLD 1116 Inert Gas Welding—TIG	4
DFT 1104 Blueprint Reading	2	WLD 1124 Pipe Welding	4
RDG 1101 Vocational Reading Improvement	3	DFT 1118 Pattern Development & Sketching	1
MAT 1101 Essentials of Mathematics	5	PSY 1101 Human Relations	3
WLD 1121 Arc Welding	7	PHY 1101 Applied Science	4
		WLD 1112 Mechanical Testing and Inspection	2
SECOND QUARTER		FOURTH QUARTER	
WLD 1114 Inert Gas Welding—MIG	4	WLD 1122 Commercial & Industrial Practices	5
DFT 1117 Blueprint Reading: Welding	3	WLD 1125 Certification Practice	4
MAT 1102 Algebra	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3	PHY 1102 Applied Science	4
WLD 1120 Oxyacetylene Welding	5		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
WLD 1001 Arc Welding and oxyacetylene Cutting	6	WLD 1003 Inert Gas Welding and Introduction to Pipe Welding	6
SECOND QUARTER		FOURTH QUARTER	
WLD 1002 Arc Welding and Oxy- acetylene Welding	6	WLD 1004 Commercial & Industrial Practices	6

Available only during the evening, 12 contact hours per week, meeting three nights per week for 11 weeks each quarter.

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HAZEL WAUGH	Library Technician
LAVERNE SLOAN	Media Technician
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		Processing Clerk

PERSONNEL

ANNAS, CATHY	<i>Financial Aid Officer</i>
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ARTUSO, MARTHE	<i>Music</i>
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DAVENPORT, JOHN RAY	<i>Air Conditioning and Refrigeration</i>
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